

OWASIPPE LODGE HANDBOOK

CHICAGO AREA COUNCIL • BOY SCOUTS OF AMERICA



"HE WHO SERVES HIS FELLOWS IS OF ALL HIS FELLOWS GREATEST"

OWASIPPE LODGE HANDBOOK

CHICAGO AREA COUNCIL
BOY SCOUTS OF AMERICA
300 West Adams Street
Chicago, Illinois 60606

Revised & Edited 6-64

This handbook is the property of
the Lodge, and must be returned
to the Chief of the Fire at the
expiration of term of office.

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WIMACHTENDIENK, WINGOLAUCHSIK, WITAHemui

Dear Brother:

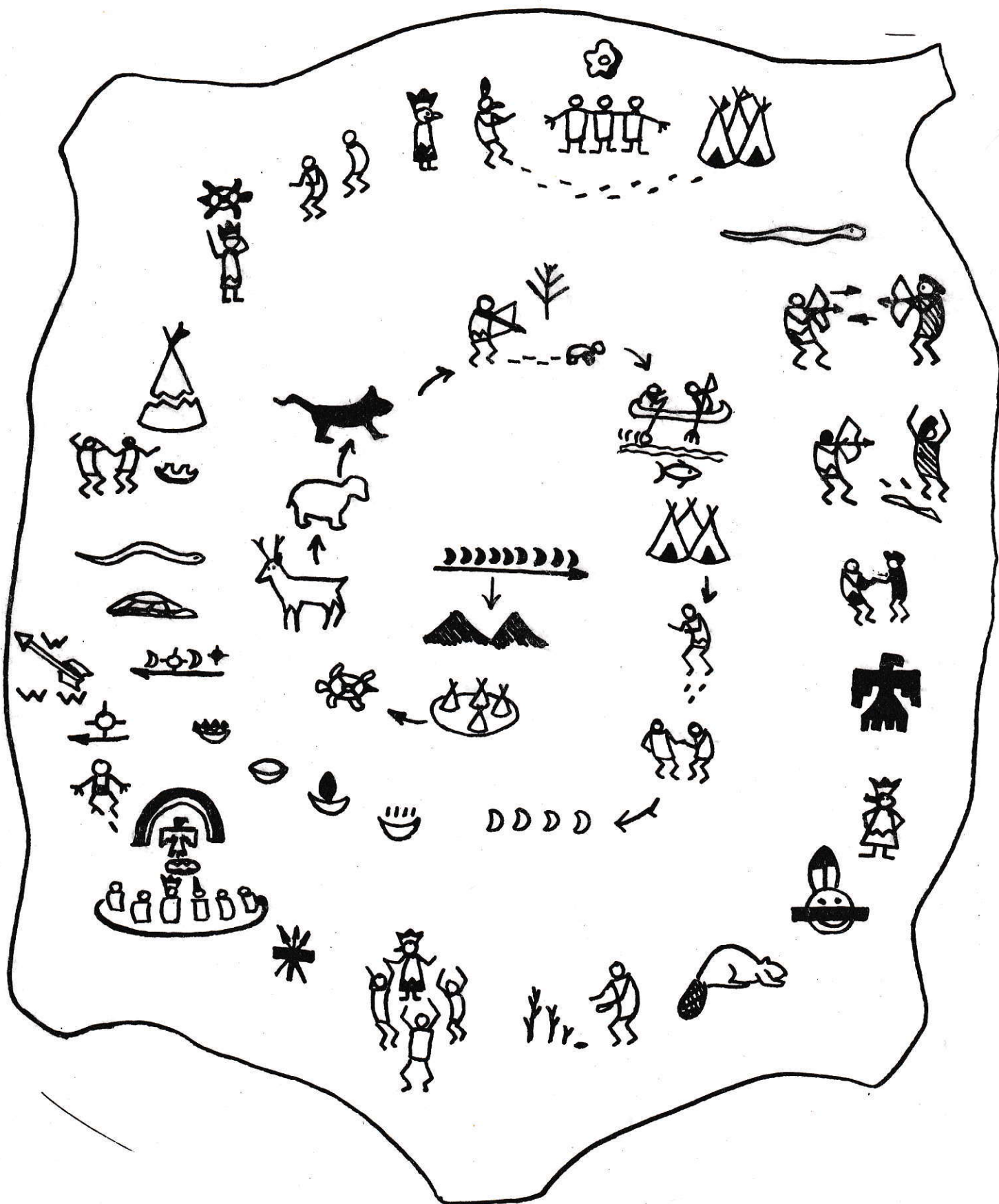
The above three words are the purpose of our Order, the Brotherhood of Cheerful Service. This is what we pledged ourselves to when we said, "I will always regard the ties of brotherhood in the Order of the Arrow as lasting..."

The ideas in this book, based on the Order of the Arrow Handbook, are to help each of us keep the Brotherhood lasting and achieve Cheerfulness of Service. You will run into problems in your chapter this year; this book, made up by people who have had these problems, is to be a help and guide to advisers, officers, and members. You will find guides in this book on chapter officers' duties, the three honors, committees, etc.

I hope that, in the year to come, each of us will remember that we were elected to the Arrow because we had decided to "continue to live and act in the service of others as to deserve it."

Yours in the W.W.W.,

Tim Fass, Chief
Owasippe Lodge



PICTOGRAPHIC PROTRAYAL OF THE EVENTS OF THE LEGEND
(POETIC FORM)

FOREWORD:

The drawings or pictographs herewith are as nearly authentic as possible. Our source of information is the Bureau of Anthropology, Smithsonian Institution, Washington, D.C. In addition the project has been referred to Dr. Dockstader, Assistant Director, Museum of the American Indian, New York City. The phrase from the Legend is given, followed by its explanation.

<u>Accompanying lines from Legend</u>	<u>Meaning</u>
(1) Long ago, in the dim ages	(1) Indefinite number of "moons ago" Arrow pointing to left, going backward in time.
(2) In the Valley of the Delaware	(2) Narrow valley between mountains
(3) Lived a peaceful tribe of Indians.	(3) Wigwams in circle: Indicates tribe
(4) Lenni Lenape their name was;	(4) Turtle was symbol of Lenapes, Unami (Turtle) Clan
(5) Deer and bear, wildcat and panther	(5) Common forest animals.
(6) Through the forest oft they hunted.	(6) Hunter tracking and about to shoot game. Conventionalized pine tree to express "forest"
(7) On the bosom of the river Peacefully they fished and paddled	(7) Canoe on river; oarsman and spear fisherman
(8) Round their busy village wigwams	(8) Wigwams together: indicates village
(9) Still the chase they nimbly followed.	(9) Hunter tracking game animal (following trail)
(10) In this state of bliss so happy,	(10) Villagers in happy, friendly mood.
(11) Many moons they lived contented; Springtime blossomed into summer,	(11) Moons: time continuing Grass moon: Springtime
(12) Summer into autumn ripened,	(12) Ripening corn moon: Summer
(13) Autumn died into winter's bosom	(13) Long night moon: Autumn
(14) Thus the seasons in succession Never ending seemed to pall on.	(14) Snow moon: Winter Sun moon succession: long continuing time

Accompanying lines from Legend

Meaning

- | | |
|--|---|
| (15) But behold, a cloud arising
Changed how soon this peaceful
aspect. | (15) Dark clouds above horizon |
| (16) Neighboring tribes and distant
enemies | (16) Among Indians, "enemy" is
represented by a "snake" |
| (17) Suddenly disturbed their hunting | (17) Hunter finds animal killed by
enemies, tells Chief. Chief's
pose (hands on head) signifies
"worried." Broken tepee means
village (tribe) disturbed and
depressed. |
| (18) Then Chingachgook, aged chief-
tain of the tribe, made quick
inquiry: "Who will go and
carry warning of this dire and
dreadful danger?" | (18) Chief Chingachgook denoted by
headdress. Speech roll (Aztec,
Maya, Plains Indian) indicates
speech to tribesmen. Question:
"Who will go?" |
| (19) To all Delawares, our brothers? | (19) Turtle, totemic symbol of
Delawares |
| (20) But none wished to make the
journey. | (20) Two men turned back on Chief,
walk away |
| (21) Then spoke up the noble Uncas,
Worthy son of the old Chieftain,
"O my father, I am ready, Send
me on this gracious errand" | (21) Warrior (Uncas) Denoted by plumed
headdress |
| (22) If we would remain a nation we
must stand by one another.
Let us both urge on our kindred
firm devotion to our brethren
And our cause, ourselves forgetting,
let us catch the higher vision,
Let us find the greater beauty in
a life of cheerful service. | (22) Group looking upward expresses
"higher vision" pictograph of
rose expresses "greater beauty";
Extended hands imply "cheerful
service" |
| (23) Off upon the trail they started,
old Chingachgook and young Uncas | (23) Speech tells message of warning.
Footprints in line, start of
journey. |
| (24) And in every tribal village
Some were found who were quite
willing
To spend themselves in others'
service. | (24) Wigwams indicate village |
| (25) When at last the fierce
marauders | (25) Snake - enemy |
| (26) Were forced back to their own
country | (26) Arrow combat: repelled and
driven back to "own country" |

Accompanying lines from Legend

Meaning

- | | |
|--|--|
| (27) And peace was declared between them, | (27) Clasp hands - peace declared
Back turned, bow on ground: no longer fighting |
| (28) They who first themselves had offered
For the service of their brethren | (28) Thunderbird, messenger of Indian Gods, propagation of message of Cheerful Service |
| (29) To the places most respected By the Chieftain were prompted. | (29) Speech roll: declaration or citation |
| (30) Were promoted. | (30) Smiling face with broad band, distinctive head plume: Indication of Honor and promotion |
| (31) For, said he, "Who serves his fellows
Is of all his fellows greatest!" | (31) Beaver carries idea of worker, service to others. Beaver was most honored of all animals among Algonkians. |
| (32) As a seed dropped by the sower
In good soil bears quick fulfillment. | (32) Sower dropping corn kernel, three stages of growth to maturity. |
| (33) So this saying of their Chieftain
In their hearts found glad acceptance; And they sought in some manner He should make its memory lasting | (33) Chief speaking, central figures. Figures with hands upraised in attitude of approval or cheering |
| (34) So together fast and firmly Chief Chingachgook bound these warriors | (34) Warriors' arrows or spears bound together (Arrows here taken as symbols of warriors) |
| (35) In a great and honored Order | (35) Tribal council ring gathering of distinguished warriors |
| (36) Into which can be admitted only those who their own interests
Can forget in serving others.
And so clear must be their purpose so to live that their companions
Taking note of their devotion shall propose them to the Order. | (36) Thunderbird: messenger seeking worthy candidate for final acceptance; shown as entering idealized "hogan" or dwelling place in our Legend symbolizing the Order of the Arrow |
| (37) We, therefore, to them succeeding | (37) Friendliness, brotherhood, expressed by outstretched hands of figure also giving idea of Cheerful Service. Also, Body in motion expresses "those who follow the Arrow trail." |
| (38) To the present day perpetuate | (38) Noonday sun: the present time. Arrow denotes continuance into future |
| (39) The names and tokens of this
BROTHERHOOD OF CHEERFUL SERVICE:
Called by the Delawares
WMIACHTENDIENK WINGOLAICHSIK WITAHMUI | (39) Symbols obvious |

UNIT ELECTION

- FIRST** Send "Notification of Ordeal Election"
 (Form 100)
- SECOND** Follow up with letter or phone call
 or personal contact.
- THIRD** Review all Ordeal election forms (Form 99)
 monthly and keep a record on "Ordeal Candidate Roster,"
 Form 102.
- FOURTH** Send each leader who held an election an
 "Ordeal Candidate Confirmation Form"
 (Form 101).

ORDEAL MEMBERSHIP PROCEDURE

PURPOSE

The purpose of the Ordeal membership is to recognize those campers who best exemplify the Scout Oath and Law in their daily lives and by such recognition will cause other campers to conduct themselves in such a manner as to warrant similar recognition.

ORDEAL MEMBERSHIP COMMITTEE

This committee is composed of a chairman, an adult adviser, and at least three chapter members at large.

The committee will send to each Scout and Explorer unit leader in their district a copy of the "Notification of Ordeal Election" (Form 100). This form should be sent each September to inform the unit leaders of the requirements necessary to conduct an Ordeal election and to obtain the exact date of the unit's election. A follow-up of the letter (another letter, phone call, or personal contact) should be made after a reasonable time period if no reply is received from the unit.

The committee should meet monthly to review all "Ordeal Election Forms" (Form 99) received. Of the three copies used, one shall be retained by the unit leader, one shall be retained by the chapter membership committee, and one must be forwarded to the lodge membership committee, so that, in the case of induction at summer camp (and only at summer camp), membership cards can be issued upon completion of the Ordeal.

The committee shall be responsible for keeping a record of all Ordeal candidates on an "Ordeal Candidate Roster" (Form 102).

The committee shall forward to each unit leader who has conducted an election an "Ordeal Candidate Confirmation Form" (Form 101).

This form will also include the date and place of the next Ordeal induction ceremony. The ceremony may be conducted by the chapter,

other chapters, or the lodge. The dates for such induction ceremonies will be published in the lodge minutes which are sent to each chapter chief. The chapter scribe will notify other chapters of approved candidates desiring to participate in their ceremonies.

After the candidates have been duly inducted (other than at summer camp) the chapter scribe shall fill out an Arrow membership card for each member, giving all necessary information. After the chapter chief has signed the cards they will be delivered to the lodge membership committee (c/o Camping Service, Chicago Area Council, Boy Scouts of America, 300 West Adams Street, Chicago, Illinois 60606). The cards will be returned to the chapter chief after a lodge number is issued and recorded.

If a chapter inducts a member from another chapter, an Arrow membership card should be filled out for him and sent to his chapter chief, who will sign it and send it to the lodge as described above.

CANDIDATE QUALIFICATIONS

Scout and Explorer Qualifications

A Scout or Explorer must:

- 1) Be registered on an active basis in a chartered unit of the Chicago Area Council;
- 2) Be a Scout camper (see paragraph below);
- 3) Be elected from a unit which has a minimum of five Scout campers (see paragraph below for election procedures); and
- 4) Participate in the Ordeal and Ordeal ceremonies.

There are no rank requirements to be elected. To be inducted, however, a Scout must be at least First Class rank. An Explorer may be of any rank for induction.

Scouter Qualifications

In considering Scouter candidates, we must keep in mind that the Order of the Arrow is a boys' organization. Election to membership,

therefore, should not be used as a recognition or award for Scouters. A Scouter should be elected only when his job in Scouting will enable him to make the Order of the Arrow program more meaningful to the boys.

A Scouter must:

- 1) Be registered on an active basis in a chartered unit of the Chicago Area Council;
- 2) Be a Scout camper (see paragraph below);
- 3) Be elected from a unit electing at least one Scout or Explorer. Only one Scouter may be elected per unit each year.
- 4) Participate in the Ordeal and Ordeal ceremonies; exceptions must be approved by the lodge executive council.

Nonunit Scouters

Nonunit registered district and council Scouters are eligible for the Order and are elected as candidates by the lodge executive council only. Only those nonunit Scouters who have rendered services to Scout camping sufficient to warrant membership in the Arrow should be nominated. An exception to this rule is the district camping chairman who should be nominated by the chapter executive committee as soon as possible after taking office.

Nominations are first submitted to the respective chapter executive committee and the chapter Chief of the Fire for approval. The chapter delegate then submits the nominee to the lodge executive council. The delegate will give the nominee's qualifications and will answer any questions pertaining to the nominee. Election will be by majority vote of the council.

Scout Camper

A Scout camper is a person who has completed a minimum of fifteen days and nights of Scout camping, no more than seven of these days and nights to be counted from long-term camping. The type of camping approved for this requirement is at the discretion of the unit leader and may have occurred at any time since becoming a Scout.

ELECTIONS

Scout Units Eligible

Every actively registered Scout and Explorer unit with at least five Scout campers is eligible to hold an election for Arrow candidates. The elections must take place between September 1 and May 31 of the following year. A member of the chapter's Ordeal membership committee should be present at the time of voting. This Arrowman should be from an outside unit, but Arrowmen from the unit holding the election may assist.

To elect one candidate a unit must have at least five Scout campers, to elect two candidates a unit must have at least fifteen Scout campers, etc., active and registered with the unit.

Conducting the Scout and Explorer Election

The chapter membership committeeman assisting at the election will provide the unit leader with three copies of the "Ordeal Election Form" (Form 99). If the unit has a large number of boys, the forms should be sent to the unit leader prior to the time unit elections are held to facilitate filling out. Make yourself available should he have questions to be answered.

The names of all Scout campers, active and registered at the time of election (Arrowmen included), must be listed on all three forms. Order of the Arrow members of the unit are included as Scout campers, but Scouters may not be included. The unit leader must verify and sign all three forms where indicated.

The election will take place at a predetermined and announced time (it should be at a regularly scheduled Scout meeting) with a quorum of at least 50 percent of all active and registered Scouts or Explorers present. The purposes and policies of the Order of the Arrow shall be explained to the group by the assisting Arrowmen, stressing the points listed under the paragraph, "Basis for Selecting Candidates," of the election form (Form 99).

Every Scout or Explorer actively registered at the time of the election, including those already members of the Arrow, is eligible to vote.

Scouters may not participate in this election.

One ballot will be given to each Scout or Explorer present. On it he will nominate the Scout campers he feels best exemplifies the

ideals of the Order. He will be instructed to nominate, on this ballot, twice the number of candidates that are eligible from his unit. In other words, if his unit has enough Scout campers to elect two Arrow candidates (15 Scout campers) he will list the names of four nominees. Every Scout camper not already a member of the Order is eligible for nomination.

The unit leader, with the help of the assisting Arrowman, will collect and tally the ballots. The Scout campers receiving the largest number of votes will be the unit's nominees for the final balloting. The names of the nominees will be announced to the group. The number of nominees announced will be twice the number of candidates that are eligible from the unit. In the event of a tie an extra nominee may be announced.

A final ballot will then be given to each Scout or Explorer present and they will list the nominees previously selected in order of preference, using the number 1 for his first choice, the number 2 for his second choice, etc. The unit leader and assisting Arrowman will collect and tally the final vote. The nominee receiving the lowest number of preference votes shall be the first candidate, and so on, until the proper number of candidates have been selected for the unit.

No discussion should be allowed during the balloting.

If the elections result in a tie, final balloting is continued as prescribed above until a decision is reached or until the Scout or Explorer members of the unit agree to discontinue the balloting, in which case, no candidate can be elected from that unit at that meeting. They may hold another election at another time, but in no case shall any action be taken by the Scouters of the unit.

If the candidate (s) is (are) to be tapped out at Owasippe or at a chapter fellowship, announcement of election results may be withheld to allow for participation in the ceremony. If so, an "X" is to be marked in the appropriate box, paragraph 5, conducting the election of all three copies of the election form. (Form 99)

The assisting Arrowman is to make sure that the election form is completely and accurately filled out at the time of the election, making sure that the proper signatures and addresses are listed. He will then distribute the election forms as described in the section outlining the responsibilities of the chapter Ordeal membership committee.

Conducting the Scouter Election

Each unit may elect only one Scouter candidate during the Scout or Explorer election. He should be a Scouter camper, but if not, a recommendation for his election may be presented to the lodge executive council for approval.

The unit leader and the assisting Arrowman shall conduct the Scouter election, preferably on the same evening as the Scout or Explorer elections. Every Scouter, regardless of his qualifications as a Scouter camper, who is active and registered with the unit is allowed to vote. A quorum of at least 50 percent of the registered Scouters must be present to hold the election however.

Voting shall be by written ballot by the Scouters present. The Scouter ordeal candidate will be determined by majority vote. In case of ties the balloting will continue until a single candidate is elected.

The unit leader and assisting Arrowman will collect and tabulate the Scouter votes. They will also complete the election forms in the prescribed manner. Election form 99 is used for Scouts, Explorers and Scouters. All other procedures are the same as those used for Scouts and Explorers.

CEREMONIES

Ordeal Calling Out Ceremony

The Ordeal calling out ceremony may be conducted by a chapter or lodge ceremonial team in accordance with their own policies or traditions.

Ordeal Induction Ceremony

The Ordeal induction ceremony must be conducted by a chapter or lodge ceremonial team in accordance with the Ceremony for the Ordeal Honor pamphlet (Cat. No. 5005, latest edition).

Chicago Area Council, B.S.A.
Owasippe Lodge - Order of the Arrow

Dear Unit Leader:

Each Scout or Explorer unit with qualified Scouts, Explorers, and Scouters is urged to hold an election between September 1 and the following May 31, yearly, to select candidates for the Order of the Arrow. The date of the election is selected by you as unit leader.

The Order of the Arrow is a campers' honor brotherhood, chartered by the National Council, Boy Scouts of America. Its purpose is to recognize those campers who best exemplify the Scout Law and Oath in their daily lives and, by such recognition, cause other campers to conduct themselves in such a manner as to warrant similar recognition; to promote Scout camping and develop and maintain its traditions and spirit; and finally, to crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

If you have at least five qualified Scout campers you are eligible to have an election in your unit. (A Scout camper is defined as a Scout who has completed a minimum of fifteen days and nights of Scout camping, no more than seven of these days and nights to be counted from long-term camping.)

Units with five to fourteen Scout camper members may elect one candidate; fifteen to twenty-four Scout campers, two candidates. The scale continues using the same ratio.

Candidate Qualifications are:

1. Registered on an active basis in a chartered unit.
2. A Scout camper.
3. There is no rank requirement for a Scout or Explorer to be elected. For induction a Scout must be First Class. An Explorer of any rank may be inducted.

If you feel you have an adult in your unit who, by his position in Scouting, will be able to make the Order of the Arrow program more meaningful in the lives of boys, you may elect him at the same time as your Scout election.

Scouter Candidate Qualifications are:

1. Registered on an active basis in a chartered unit.
2. A Scouter camper. (Same qualifications as for Scout camper; or as excepted)

Please notify me as to the date you wish to hold your election of candidates. It should be held at a regularly scheduled Scout meeting and every effort should be made to have 100 per cent attendance. A minimum of 50 per cent of your active membership must be present to hold the election. A member of our chapter's Ordeal membership committee will bring the proper forms on the night of your election and will help you conduct the election itself.

Scoutingly yours,

Chairman, Membership Committee

(Address)

(Phone)

Promote Scout Camping

Chicago Area Council, B.S.A.
Owasippe Lodge - Order of the Arrow

Dear Unit Leader:

This letter is to officially confirm your unit election held on _____.
The candidates elected to the Order of the Arrow were:

Scout Candidate _____

Scout Candidate _____

Scout Candidate _____

Scout Candidate _____

Throughout the year many opportunities present themselves for Ordeal inductions. We will keep you advised of these dates, times, and locations of these inductions. The next opportunity for the Ordeal induction will be:

Date _____ Time _____

Location _____

Again you are cautioned that your election is only valid for 18 months from the above mentioned date of election and will expire on _____. If your candidate(s) does not meet the First Class rank induction requirement and present himself for induction within the 18 month period his election is void. He may, however, be reelected by his unit at a subsequent election.

If you have any questions pertaining to your candidates, or any other Arrow business, feel free to call me.

() There will be other opportunities for induction.

() This is the last opportunity for induction.

Scoutingly yours,

Chairman, Membership Committee

Promote Scout Camping

ORDEAL CANDIDATE ROSTER

Form No. 102

Promote Scout Camping



REGULATIONS for UNIT SELECTION of CANDIDATES
(Scouts, Explorers and Scouters)

Each Scout unit that is actively chartered and has at least five Scout campers is eligible to hold an election for candidates to the Order of the Arrow. This election must be held between the dates of September 1, and the following May 31, yearly.

Boy Membership Requirements:

1. Every Scout actively registered at the time of the election is eligible to vote.
2. A quorum of 50% of all active Scouts must be present to hold the election.
3. Any Scout (Explorer) camper is eligible for nomination.

A Scout (Explorer) camper is defined as a Scout who has completed a minimum of 15 days and nights of Scout camping. No more than 7 of these days and nights are to be counted from long-term camping. The type of camping approved for this requirement is at the discretion of the unit leader and may have occurred at any time since registering as a Scout.

4. Boy Scout Rank Requirement: A Scout candidate of any rank may be elected to the Order of the Arrow but, before he is inducted as a member, he must have attained the rank of First Class. Candidates are given 18 months from the date of their election to meet the First Class requirement prior to induction. If the candidate does not meet this requirement within the given time his election will become void. He may, however, be reelected by his unit at a subsequent election.
5. Explorer Rank Requirement: Any registered Explorer, regardless of rank is eligible for election to the Order of the Arrow. He must, however, meet the camping requirements stated under (3).
6. The candidate must participate in both the Ordeal and ceremony before becoming an Ordeal member of our Order.
7. The number to be elected from any 1 unit shall be as follows:

	Nominate	Elect
5 to 14 Scout or Explorer <u>CAMPERS</u>	2	1 Candidate
15 to 24 " " " "	4	2 "
25 to 34 " " " "	6	3 "
35 to 44 " " " "	8	4 "
For each 10 additional Campers	nominate 2 more	elect 1 more

Scouter Membership Requirements:

1. Each Scout unit may elect 1 Scouter candidate at the same time they hold their Scout election.
2. A quorum of 50% of the registered Scouters of the unit must be present to hold a Scouter election.
3. Every Scouter registered at the time of the election is eligible to vote. A majority vote shall suffice.
4. Scouters should meet the same camping requirement as expected of Scouts and Explorers (3 page 1).

Note: If the Scouter elected by his unit is not a Scouter camper, a recommendation for his election with full details as to the reason may be sent to the Lodge Executive Council through his chapter's representative.

5. There is no rank requirement for Scouters.
6. To be inducted into the Order the candidate must participate in both the Ordeal and the ceremonies. Exceptions to the rule pertaining to the participation in the Ordeal must be approved by the Lodge Executive Council handled through the chapter's executive committee.

Basis for Selecting Candidates:

The Order of the Arrow member assisting in the election will explain the basis for selecting candidates and will also explain the purpose of the Order, unless you as unit leader wish to do so yourself.

The Order of the Arrow is a camp honor brotherhood chartered by the National Council, Boy Scouts of America. Its purpose is to recognize those Scout campers who best exemplify the Scout Oath and Law in their daily lives and by such recognition cause other campers to conduct themselves in such a manner as to warrant similar recognition; to promote Scout camping and develop and maintain its traditions and spirit; and finally, to crystalize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

Voting for candidates should not be on the basis of popularity, but with a view to electing those who have shown a well developed spirit of brotherhood; an overwhelming cheerfulness no matter how tiresome their duties; and a ready willingness to give service, unselfishly and wholeheartedly to others at all times. Selection should be of Scouts that are real Scouts, deep down inside, and not necessarily those who have attained the highest rank or age in the unit.

Chicago Area Council, B.S.A.

Owasippe Lodge - Order of the Arrow

ELECTION FORM

Conducting the Election:

1. One blank ballot will be given to each Scout present (Scouters do not vote). On this he will write the names of his fellow Scout campers he feels will best exemplify the ideals of the Order, naming the number listed in the table (#7, page 1) as the number to be nominated. No discussion will be allowed!

2. The election supervisor, with the assistance of a teller he appoints, will collect and tally the ballots, promptly announcing the names of the 2, 4, 6, or 8 (see table #7) Scout campers by reason of their names appearing most frequently on the ballots. In the case of a tie, an extra nominee may be announced.

3. Distribute one blank ballot to each Scout once again, at which time he will write the 1, 2, 3, or 4 (see table #7) names of the nominees in the order of his preference for election, number 1 being his first choice; number 2 his second choice, etc.
No discussion will be allowed during the voting!

4. The election supervisor will again collect the ballots and tally them to determine the nominee(s) with the lowest number of preference votes. This is arrived at by counting the numeral instead of the name. In the event of a tie another vote must be taken.

5. The election results may be announced at once, or held, pending a "Calling Out" ceremony at summer camp or a district event. If the results are to be held place an "X" in the appropriate box.

☐ SUMMER CAMP CALL OUT

☐ DISTRICT CALL OUT

LIST HERE ONLY SCOUT CAMPERS (Type or print in ink) WHO HAVE 15 NIGHTS

1 _____	10 _____	19 _____	28 _____
2 _____	11 _____	20 _____	29 _____
3 _____	12 _____	21 _____	30 _____
4 _____	13 _____	22 _____	31 _____
5 _____	14 _____	23 _____	32 _____
6 _____	15 _____	24 _____	33 _____
7 _____	16 _____	25 _____	34 _____
8 _____	17 _____	26 _____	35 _____
9 _____	18 _____	27 _____	36 _____

UNIT ACTIVE ENROLLMENT _____ NUMBER PRESENT _____

PLEASE PRINT

Unit # _____ of the _____ district elected as Scout
candidates on (date) _____.

Name	Address	Zone	Date of Birth	Tel. No.	Rank	Date of Induction
1. _____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____	_____

The Scouter Candidate elected on (date) _____.

Name	Address	Zone	Birth	Tel. No.	Date of Induction
_____	_____	_____	_____	_____	_____

Two copies of this form are to be taken by the assisting Arrowman.

The other copy will stay with the unit leader who will turn it in to the
Ordeal Master when his candidate(s) are inducted.

I hereby certify that all of the above is correct.

Signature of unit leader	Address	Phone
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Signature of Arrowman	Address	Phone
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PRINT NAME OF UNIT LEADER _____

DISTRIBUTION: 1 Copy, Unit
1 Copy, Chapter
1 Copy, Owasippe Lodge

NO NEW MEMBERS WILL BE ENTERED IN THE LODGE RECORDS UNLESS THEIR ELECTION FORM
IS RECEIVED BY THE LODGE OFFICE.

BROTHERHOOD MEMBERSHIP

Qualifications:

Brotherhood membership is conferred upon those Ordeal members who have continued in service to Scouting and camping, as well as continuing in service to others.

Every Ordeal member who meets the following qualifications shall be given an opportunity for induction into the Brotherhood membership:

- a. Ten months' service as an Ordeal member.
- b. Registered membership in the Chicago Area Council.
- c. Registered membership in the Owasippe Lodge.

Brotherhood Committee:

This committee shall be composed of a chairman, adviser and at least two other chapter members at large, not necessarily Brotherhood members.

They shall meet at least twice yearly, to invite all qualified Ordeal members, based on the chapter scribe's records, to become candidates for Brotherhood membership. If any member sends a negative reply, the district executive or senior adviser of the chapter should further interpret and clarify the purpose of the Brotherhood for him.

This committee is responsible for mailing a copy of the Brotherhood membership notification blank (form 104) to all such qualified Ordeal members, and for the collecting of the replies. A copy of the 31 questions (form 108) along with a copy of the Brotherhood membership nominee blank (form 105) shall be sent to each candidate notifying him of the next time and place where he can receive the Brotherhood membership.

The committee shall also be responsible for notifying candidates of all other opportunities to receive the Brotherhood membership, conducted by their own chapter, other chapters or the lodge. The dates for such inductions will be published in the lodge minutes.

After the Brotherhood candidates have been duly inducted, the chapter scribe shall fill out an Arrow membership card for each man, giving all information called for. After the chapter chief has signed them, the scribe shall deliver them to the Lodge Membership Committee, c/o Camping Service, 300 West Adams. The cards will be returned to the chapter chief after being recorded.

If a chapter confers the Brotherhood membership on a member from another chapter, an Arrow membership card should be filled out for him and be sent to his chapter chief who will sign it and send it in as outlined above.

Brotherhood Ceremonial:

Is to be conducted by the chapter or lodge Brotherhood ceremonial team in accordance with the Brotherhood Ceremony pamphlet (cat. no.5006) latest edition.

Just before the ceremony, a committee of Brotherhood members will satisfy itself that all the members to be inducted are familiar with the aims and purposes of the Order of the Arrow and the Ordeal as outlined on the question sheet. If the candidate does not have an acceptable knowledge of the answers to the questions he should be allowed more time for study. If he is unable or unwilling to answer the questions, his induction should be deferred until he is prepared.

The candidates shall then be led by a guide to a chosen spot, where they shall build a fire together and meditate in silence for one hour. The guide shall then lead them back to camp where the ceremony is to be held.

Purpose:

The Brotherhood is an opportunity for members to evaluate their past contributions to Scouting and the lodge and to reaffirm their belief in the high purposes of the Order. The ceremony is intended as a source of inspiration, motivating its members to render even greater service to Scouting.

Chicago Area Council, B.S.A.
Owasippe Lodge - Order of the Arrow

Dear Ordeal Member:

It has been at least ten months since your induction into Ordeal membership in our lodge of the Order of the Arrow.

If you have maintained your registration and continued interest and activity in Scouting and camping, if you feel you have cheerfully contributed to the service of others and attended Arrow activities as you were able, and if it is your steadfast purpose to so continue, you are now eligible to seal your membership in the Order voluntarily by induction into the Brotherhood membership.

"HE ALONE IS WORTHY TO WEAR THE ARROW WHO WILL
CONTINUE FAITHFULLY TO SERVE HIS FELLOW MEN."

The Brotherhood is an opportunity for you as a member to evaluate your past contributions to Scouting and the Order and to reaffirm your belief in the purposes of the Order of the Arrow. It also affords you an opportunity to continue with a life of cheerful service to others and to strengthen those things that were taught in the Ordeal.

If you are prepared to take this step then fill out the attached form and forward it, along with your Scouting record to the Brotherhood Committee for consideration. This must be received no later than _____ so that your name may be put in for nomination.

Yours in fellwoship,

Chairman, Brotherhood Committee
Address _____
Phone _____

Please print in ink

Name _____ Phone _____ Lodge No. _____
Address _____ Zone _____ Age _____
Date of Ordeal _____ Place of Ordeal _____
Unit No. _____ Unit office held _____

Please list a brief outline of your Scouting and Arrow record.

Promote Scout Camping

Chicago Area Council, B.S.A.
Owasippe Lodge - Order of the Arrow

Dear Ordeal Member:

Your Scouting record has been received and is presently under consideration. Enclosed you will find a copy of 31 questions the answers to which you will be required to know. Your Scouting record and answering of the 31 questions correctly will aid the committee in conferring Brotherhood membership on you.

After the Brotherhood ceremony, you will become a "brother" in the lodge. The Order is trying, thereby, to impress upon the new member the value of a life of cheerful service to others and the knowledge that all others are his brothers.

The Ordeal consists primarily of physical impressions, new associations and additional preparation. The Brotherhood ceremony is one of deeper and quieter mental impressions for the member.

The next Brotherhood ceremony will be conducted on:

_____ at _____.

You will be required to attend the entire Fellowship commencing at _____

and ending approximately _____.

Cost, including Brotherhood sash, will be _____ and should be sent to:

You are to be reminded that if your reservation form is not received before _____, your opportunity to receive the Brotherhood at this time will be withheld. An opportunity will be available at another time.

Yours in cheerful service,

Chairman, Brotherhood Committee

Promote Scout Camping

THE VIGIL HONOR

Purpose:

The Vigil Honor is the highest honor that the Order of the Arrow can bestow upon its members. It is a high mark of distinction and recognition reserved for those Scout, Explorer, and Scouter members of the Order who, by reason of exceptional service, personal effort and unselfish interest, have made distinguished contributions beyond the immediate responsibilities of their position of office to one or more of the following: Their lodge, the Order of the Arrow, Scouting and their community.

Choosing:

Any member of the Order of the Arrow registered in Scouting and actively registered in the lodge is eligible for recommendation to the National committee, provided that he has been a Brotherhood member for a minimum of two years at the time of his recommendation to the Lodge Vigil Screening Committee. He must also measure up to the following definitions of leadership and service:

- a. Had long service to Scouting beyond a minimum of four years.
- b. Held positions of leadership in Scouting, such as patrol leader and higher.
- c. Continued in leadership to Scouting, and so indicate by his present leadership in unit, district, or council.
- d. Given service to the Order through committee projects in chapter, lodge, or camp.
- e. Held positions of leadership in the Order, chapter or lodge, not necessarily as an officer.
- f. Given service to camping and the outdoor program of Scouting.
- g. Given leadership to other youth and community groups.

No member meeting the established qualifications of leadership and service is to be considered as automatically eligible for the Vigil Honor. The individual case is to be considered on its own merits, after a complete and thorough investigation.

Who Chooses:

The selection of the candidates is to be done by the chapter Vigil Honor selection committee. This is to be done prior to December 1 of each year and each chapter may recommend as many candidates as it feels meets the qualifications as listed above.

Chapter Vigil Honor Selection Committee:

This committee shall be composed of at least three Vigil Honor members of the chapter who are appointed by the chapter chief in June of each year. If there is a lack of Vigil men in the chapter, then the chapter chief shall appoint men by drawing from the active past chiefs. If this method still does not bring the number up to at least three, then the chapter executive committee shall suffice.

All information pertaining to the Vigil Honor candidates shall be secured without the knowledge of the candidate. Unit leaders, chapter and lodge officers, district leaders, and parents shall all be contacted to obtain everything relating to his activities. Secrecy is of paramount importance here. Findings of both the Chapter and Lodge Vigil Honor Selection Committees shall not be divulged.

Persons approved by the Chapter Vigil Honor Selection Committee shall be listed on the Vigil Honor petition blank (form 109). This form properly filled out, will give adequate evidence as to the candidate's fitness and the unusual leadership and service he has rendered. This form is to be sent to the chairman of the Lodge Vigil Honor Screening Committee, directly, to reach him before December 3, yearly. Each Vigil Honor petition shall be accompanied with a check for \$2.00. If the petition is rejected, the \$2.00 will be returned.

Lodge Vigil Honor Screening Committee:

This committee shall be composed of a chairman, who is a Vigil member appointed by the lodge chief, and a minimum of five Vigil Honor members from chapters, none of whom can be voting delegates from a chapter to the Lodge Executive Council.

They shall consider all nominations for Vigil Honor presented to it by the Chapter Vigil Honor Selection Committees, and from the Lodge Vigil Honor Screening Committee. It shall consider both regular, Council, ex-officio and nonunit Scouter nominations, considering each case on its own merits. The names of the candidates shall not be mentioned during consideration in order to have no prejudice in the findings. The information on these nominations must be in full.

If approved by the Lodge Vigil Honor Screening Committee, the names of Vigil Honor nominees are to be forwarded on a regular card form to the National Order of the Arrow secretary for consideration by the National Committee. Thirty days must be allowed for the National Committee consideration.

Lodge Quota for the Vigil Honor:

The maximum quota of candidates for the Vigil Honor from the Owasippe Lodge yearly, as presented by the Lodge Vigil Honor Screening Committee to the National Committee directly, shall be not more than two for the first forty-nine and one for each additional twenty-five new Ordeal members inducted in the past calendar year. Professional Scouters, Council and ex-officio members are not covered by quotas. All candidates may be boys, but only fifty percent may be adults (21 years of age or over). Those not covered by quotas are not included in the fifty percent ratio.

Vigil Honor Ceremonial:

Is to be conducted by the lodge Vigil Honor ceremonial team under the jurisdiction of and in accordance with the rules of the National Committee.

Chapters may conduct a Vigil Honor "Recognition Ceremony" at a chapter function, provided that such a ceremony will be conducted by a Vigil Honor member. Authorization for such a ceremony must be secured in writing from the chairman of the lodge Vigil Honor steering committee.

Lodge Vigil Honor Selection Committee:

This committee shall be composed of a minimum of three Vigil Honor Members with the Lodge Chief appointing the chairman. No member of the Lodge Vigil Honor Screening Committee is eligible to serve on this committee nor is any member of this committee eligible to serve on the Lodge Vigil Honor Screening Committee during the same Scouting year.

Any member of this committee may submit as a Vigil Honor candidate any council, ex-officio, or professional Scouter it deems worthy of the honor.

They shall secure all information pertaining to the candidate's activities in the Order, Scouting, and community. This shall be done without the knowledge of the candidate if possible and all findings shall not be divulged.

Those approved by this committee shall be presented to the Lodge Vigil Honor Screening Committee using a Vigil Honor petition blank (form 109) for each candidate. This form must reach the Screening Committee by December 3, yearly. Each petition shall be accompanied with a check in the sum of \$2.00 which will be returned if the petition is rejected. The money covers \$1.00 to the National Committee Order of the Arrow and \$1.00 to cover the Vigil sash presented to each candidate after completion of induction.

Chicago Area Council, B.S.A.

OWASIPPE LODGE VIGIL PETITION

It is suggested by the Owasippe Lodge Honor Screening Committee that this petition is used when presenting a candidate for the Vigil Honor.

(Additional petitions can be secured from Camping Service.)

The Vigil Honor is a high mark of distinction and recognition reserved for those Scouts, Explorer and Scouter members of the Order who, by reason of exceptional service, personal effort, and unselfish interest, have made distinguished contributions above and beyond the immediate responsibilities of their position or office to one or more of the following: Their Lodge, the Order of the Arrow, Scouting, the Scout camp, the community. Under no circumstances should tenure of membership in Scouting or the Order be considered as the sole reason for Vigil Honor recommendation.

Keep in mind the following:

- A. This petition must be at Camping Service no later than December 3.
(Address to: Chairman Lodge Vigil Honor Screening Committee.)
- B. A candidate must have been a Brotherhood member for at least two years upon presentation of petition.
- C. When weighing "distinguished service" in nominating candidates, remember to measure it on a boy standard for boys and on an adult standard for adults.

Petition of Chapter _____

For the advancement to the Vigil Honor:

Scout)

Explorer)

Scouter) Age _____

Address _____ Telephone _____

Street	City	State	Zip Code
--------	------	-------	----------

Date inducted into Ordeal _____ Brotherhood _____
(Day Month Year) (Day Month Year)

Arrow Lodge Card Number _____

Candidate is registered with the Boy Scouts of America as

in Unit number _____ District _____

Petition submitted by _____, Chairman Chapter Vigil Committee
(name) Telephone _____

(Signature)

Order of the Arrow

(Offices held, chairmanships, participation, etc.)

CHAPTER ACTIVITIES:

LODGE ACTIVITIES:

COMMUNITY ACTIVITIES

(What has he done for his community?)

REMARKS

(Briefly list specific reasons for nomination)

SCOUTING ACTIVITIES

(Offices held, chairmanships, awards, ranks, participation, etc.)

CAMPING ACTIVITIES

(Where, when, leadership, etc.)

CONDUCTING A FELLOWSHIP

A successful fellowship should be planned well in advance, at least four to six months. Target dates should be set for completion of work by the various committees. The fullest cooperation is needed from everyone on the Executive Committee. The chapter chief selects a chairman and adult adviser for the fellowship. As chapter chief, he is an ex-officio member of the committee.

The chairman, with the help of the chief and adviser, selects chairmen for the following committees:

Arrangements	Transportation
Patch	Program (banquet)
Food	Ceremonies
Registration	Ordeal Master
Publicity	

The duties of the various fellowship committees are:

Chairman: The foremost responsibility of the fellowship chairman is to coordinate the efforts of all of the above mentioned committees to see that the fellowship will be a success. He should work closely with each committee to see if they are functioning properly and according to schedule.

Arrangements: Procure fellowship site. This should be done four to six months in advance of the fellowship. Check with your district executive and lodge minutes to be sure that other important activities are not occurring on the same weekend.

The site should have facilities for cooking, camping, special activities and ceremonies. Pick a place reasonably close to where your members live. If the site has not been used by your chapter before, an advance visit is necessary. Make sure a camping permit is secured by an adult chapter member. Specify the need, if necessary, for cooking, cabin, and banquet accommodations.

Registration: All registrations for the fellowship should be mailed to this committee and the monies collected should be turned over to the treasurer. For the convenience of this committee the following information should be gathered from each member going to the fellowship.

Membership or honor	Date of arrival
Unit number	Sleeping quarters assigned
Address	Money paid
Name	Ordeal Candidate ?
Phone	Brotherhood Candidate ?
Transportation	Other information if needed

Ceremonies: Make it an impressive a ceremony as possible so that it will be a lasting memory for the candidates.

The chapter meteu is the chairman of this committee. The ceremonial team should be a standing committee of the chapter. It is composed of two teams with two people for each part. All parts should be memorized.

The following equipment is necessary for the ceremonies:

bonnets	grease paint	bells
head bands	rags	shields
war shirts	cold cream	coup sticks
leggings	drums	ceremonial booklets
vests	moccasins	candles
matches	sashes	torches
totems	mirror	

Costumes should be stored properly from fellowship to fellowship.

Headdresses are best stored in a cylindrical drum or box. Be sure to use both deterrents. The team should use the latest edition of the ceremonial booklet when memorizing parts. It is a good practice to go over each part in advance of the ceremony.

Properties: Appoint a small committee to build and care for all fires and other ceremonial equipment. Their responsibilities are:

Build all ceremonial fires

Procure bow, candles, sashes

Make torches

Obtain a burden

Repair or build a ceremonial ring

Store equipment, clean area, and extinguish all fires.

Most of these items can be done well in advance of the fellowship.

Ordeal Master: Appoint an Ordeal Master. He should be under 21 years of age who is of mature nature. One who will be in charge of candidates during Pre-Ordeal and Ordeal ceremonies and who can make intelligent substitutions for health or weather conditions in the Ordeal procedure. See OAHB, pages 24-25. His helpers will be taskmasters, with a ratio of one to five candidates. Taskmasters will work along with candidates and see that tasks are completed. See OAHB for time schedule. Be sure that there is no hazing!

ALL WHO ATTEND WORK

To complete the Ordeal the candidates with the Ordeal Master and his assistants should work on some project. The project must be worthwhile so that the candidate will have a feeling of accomplishment - OAHB, page 26. Suggested projects are available through the council office.

Know the projects you are to do before the events. Don't try to do too much. Find out what type of tools you will need. If not available, try to secure them ahead of time. Also find out what kind of adult supervision is needed and secure it.

Food: Plan a substantial meal. Stay away from dishes that are hard to prepare or difficult to produce in a large quantity. Pick a capable committee, preferably with an adult as chairman until a boy can be trained for future chairmanship. It is the committees responsibility to plan and cook the meals. Be sure cooking area has the needed facilities for preparing meals as well as the required utensils. If not, secure them. Check water supply.

Banquet - Program: Should be conducted in a dignified manner to compliment the beauty and impressiveness of the ceremony. If supper was a heavy meal have a light banquet or vice versa. A suggested program could be;

Invocation
Chief's or Adviser's minute
Introduction of new members
Serving of food
Songs - skits - stunts
Inspirational talk (adviser or chief)
Ordeal Master's talk
Calling out by year and honor
Closing - Arrow song
Cleanup

Lively song at start. Quiet song at end. Know ahead what songs are to be sung.

Patch: This committee should have the ability to design an attractive patch, taking into consideration their chapter name and environment or location of the fellowship. They should be given plenty of leeway in original thinking, but should be in a position to accept all suggestions. It is a good idea to have the patch designed and approved by your executive committee before having it made. The various patch manufacturers need at least forty-five days for completion of orders. This committee should sell the patches at the fellowship and turn over the proceeds to the chapter treasurer.

Publicity: Publicize the event in the chapter paper and with a flyer in the COUNCILER and at the District Roundtable.

Figure cost of each item of the fellowship a little more than necessary, you can always make a refund. Check a good cook book for quantities of food needed per person. Use prices in local papers. Remember to include also the cost of patch, sash and other items where necessary. All money collected should be turned over to the treasurer.

Remember to tell candidates what they need to bring -- flashlight, sleeping bag, jacket, matches and knife.

Tools for Projects.

CEREMONIES

Purpose:

One of the most important responsibilities of the chapter officers and advisors is to make sure that the ceremonies of the Order fulfill their high purpose. Lasting impressions that make the difference between success and failure of an Order of the Arrow lodge start with the ceremonies of the Order.

The ceremonies of the Order are among the most colorful of any organization. They lend themselves naturally to their outdoor setting and local conditions. Let us not forget, though, that their success or failure depends on the fundamental rules of good showmanship. These ceremonies and their preparation take time and thought by members of the lodge or chapter responsible for the presentation.

The ceremonies used in the Order have been scrutinized to make certain that they are not objectionable to any religious group because of any seeming similarity to religious rites or rituals. No change of any kind, therefore, is permitted to be made in the set ceremonies. Every attempt has been made, and always will be made, to keep the ceremonies true to Scout tradition and within the spirit of the Scout oath and law.

While the Indian tradition is used in the ceremonies of the Order and in the terminology for the dramatic effect, it is agreed that under no circumstances shall emphasis be placed upon the Indian aspects of the program to the degree that they obscure the objectives of the Order of the Arrow.

Lodge Ceremonial Committee:

Shall consist of a chairman, advisor and all chapter meteus plus any additional members of the lodge having an interest in Indian lore and wishing to participate.

The chairman shall be the lodge meteu, appointed by the lodge chief.

It shall be responsible for the maintaining of one or more Ordeal and Brotherhood ceremonial teams. The quality of these teams shall be of the highest standards worthy of the traditions and honor of the Owasippe Lodge.

Chapter Ceremonial and Costume Committee:

Shall consist of a chairman, advisor, and members at large from the chapter.

The chairman shall be the chapter meteu, who is appointed by the chapter chief.

It shall be responsible for the maintaining of an Ordeal and Brotherhood ceremonial team. It shall also be responsible for the maintenance of all chapter costumes and properties.

The Ordeal and Brotherhood calling-out ceremonies formed by this committee in whatever manner it deems fitting and proper for this occasion.

The Ordeal and Brotherhood ceremony may be performed by this committee using the pamphlets number 5005 (Ordeal) and number 5006 (Brotherhood) as a guide. It shall be the responsibility of the chairman to make certain that the latest edition of these pamphlets is being used.

Ceremonial Setting:

Choosing the site for the ceremony is very important. The more the setting lends itself to the purpose of the ceremony, the more successful will be your efforts to impress the candidates with the beauty and seriousness of the ceremony. The primary considerations one must keep in mind are privacy, naturalness and adaptability to the functioning of the ceremonial team.

The physical properties that are to be installed depend entirely on the local situation. As a rule, the minimum requirements are podium, places for the required number of fires and some device to hold the candles used in the ceremony. They should blend naturally into the setting so that there is no sharp contrast in the effect as a whole.

Here is your chance to use your ingenuity to put on an impressive and dignified ceremony, using plenty of color and pageantry. The basic thought or scheme should be based on traditional Indian-lore practices. Coup sticks, rattles, anklet bells and even a peacepipe can be used to round out the dignity and authenticity of the ceremony. A tepee in the background also adds to the general atmosphere. No Indian ceremony is complete without the cadence of the tom-tom. When properly handled, it adds much to the impressiveness of the ceremony.

Conducting the Ceremony:

Those conducting the ceremony should rehearse well in advance to avoid slipups and all parts should be well memorized. Each member should know and understand his part so that it will sound natural and not come up as pure rote memory. Do not ham it up, but maintain an air of complete confidence no matter what happens during the ceremony. If you find you have forgotten a part, by all means do not stutter or repeat yourself, but continue on as though nothing has happened. By speaking all parts slow and deliberate, pausing now and then to gaze upon the candidates, it will not be noticed if you have to search your memory to recall a word or two. Pronounce all words in a clear and loud enough manner suitable to the surroundings. The pitch of your voice should be flexible as you talk, giving emphasis to those parts that call for it. Body movements of the hands and head should also be used in an effort to present a natural effect. Look at each individual personally as you speak, so that you may grasp his complete attention. A complete walk-through rehearsal should be held on the afternoon of the ceremony so that any last minute "bugs" may be removed.

Ceremonial Costumes and Accessories:

Seeing that this is a complete subject matter in itself, we refer you to page 103 through 113 of the "Order of the Arrow Handbook." It is suggested that each member of the ceremonial team work for the Indian Lore merit badge which will give him a better insight and understanding of the subject.

Types of Ceremonies:

The main types of ceremonies conducted by the lodge or chapter ceremonial teams are:

- a. Ordeal Calling-Out Ceremony
- b. Pre-Ordeal Ceremony
- c. Ordeal Ceremony
- d. Brotherhood Calling-Out Ceremony
- e. Brotherhood Ceremony
- f. Vigil Ceremony (conducted by Lodge Vigil Team)
- g. Recognition Ceremony (for Cub packs, Scout troops, Explorer posts and district events.)

Ordeal Calling Out Ceremony:

There is no set ceremony for this purpose, leaving it up to the discretion of the lodge or chapter involved. It is usually performed in the evening prior to the Pre-Ordeal Ceremony. The entire ceremony team should participate in full costume creating an impressive effect upon all those present. An area large enough to hold all Scouts in camp should be used, arranging them in a large circle so that all non-Arrowmen can be towards the front. After the arrival of the team, they shall proceed to seek out all candidates for the Order by tapping them on the shoulder three times. This shall be done by Allowat Sakima in a firm, but not harsh manner. Meteu shall then place over the head of the candidate some sort of symbolic emblem indicating their election. The team should plan on circling the ring about three or four times, depending on the size, so that a certain amount of mystery is built up but still keeping it from dragging out. An Arrowman should be assigned to each candidate, preferably from his own unit, to stand behind him with hand outstretched over the candidates head so that the team will know who to tap out.

Pre-Ordeal Ceremony:

A secluded place used for no other purpose and to the north of camp should be chosen for the Pre-Ordeal ceremony. It should be given after dark but not so late that it encroaches upon the proper time for sleep. The ceremony itself is found in the "Ordeal Ceremony" pamphlet (cat. no. 5005).

It is recommended that a discussion be held following the ceremony and before the candidates have been placed for the night. This should emphasize the purpose of the four requirements of the Ordeal and the importance of compliance with those requirements. (See the speech of Allowat Sakima in the Pre-Ordeal.) Special emphasis should be placed on the importance of the silence and the meditation, not only that night but also the following day. (See Meteu's speech after the testing of the bow.)

Ordeal Ceremony:

The Ordeal ceremony should be conducted early in the evening to permit the candidates who have undergone an arduous mental and physical test to get sufficient rest.

The ceremony is found in the "Ordeal Ceremony" pamphlet (cat. no. 5005), which also shows the placement of the setting. Preferably, it is a separate setting reserved for the purpose, and may be the same area used for the Pre-Ordeal ceremony or a different one.

The ceremony team, consisting of four members, may be supplemented by additional members serving as caretakers of the Council fire, assistant guides, drum beaters and the like. They should all be dressed in appropriate Indian costumes with all other Arrowmen present wearing the Arrow sash.

Brotherhood Calling-Out Ceremony:

This may be done by one member of the ceremony team during the afternoon of the day set aside for the purpose of conferring the Brotherhood membership upon those worthy. He should be dressed in Indian costume and will tap out those candidates meeting the requirements for the Brotherhood. Again, there is no set ceremony for this event leaving it up to the ceremony team involved.

Brotherhood Ceremony:

The ceremony is to be found in the "Brotherhood Ceremony" pamphlet (cat. no. 5006). The ceremonial grounds should be set aside from the rest of the camp with the ceremony being held in the early evening after darkness has set in.

The ceremony team, consisting of four members, may be supplemented by additional members serving as firetenders, drumbeaters and the like. All team members shall be dressed in the appropriate Indian costume with all other Arrowmen present wearing the Arrow sash. Only candidates, Brotherhood members and Vigil members may attend.

Vigil Ceremony:

To be conducted by the Lodge Vigil Honor Ceremonial Team in accordance with the "Ceremony for the Vigil Honor" pamphlet (cat. 5043). Only candidates and Vigil Honor members may attend.

CANDIDATE DISCUSSIONS

In order to fully appreciate the value of these discussions and to insure intelligent and effective leadership and participation in them, it is necessary that we examine the purposes of these discussions. Essentially there are two objectives, to enable the candidates to fully realize the significance of the Ordeal and make effective use of its opportunities; and, to prepare the new Arrow men for active participation in the objectives and activities of the Order. With these principles in mind, we may determine the proper procedure. (Limit length of each discussion to no more than twenty minutes.)

WHEN

The recommended number of discussions is three. The first should be held on the evening of the pre-Ordeal ceremony after the ceremonies and before the candidates have been placed for the night. The second should be held in the morning of the Ordeal and the third on the evening of the Ordeal ceremony after the task has been finished.

WHAT

The first discussion should concern itself with emphasizing the purposes of the four requirements of the Ordeal and the importance of compliance with those requirements. (See the speech of Allowat Sakima in the pre-Ordeal.) Special emphasis should be placed on the importance of the silence and the meditation, not only that night but also throughout the following day. (See Meteu's speech after the testing of the bow.) It is well to impress upon the candidates the value of this meditation by challenging them to consider the reasons why they were chosen for this honor. Such a consideration will be of assistance in their formation of resolutions of greater service and devotion in the future.

The second discussion, the following morning, is merely a reminder and re-emphasis of the previous night's ceremonies and discussion with special adaptation to the tests of that day.

The third discussion, that evening, ought to be devoted to explaining the nature and objectives of the order (Chapter I of the Order of the Arrow Handbook) and the organization and activities of our lodge and chapters.

HOW

The discussion leader should be a person with a broad understanding of the objectives, ceremonies, organization, and operation of our Order. Furthermore, he should be a person of mature judgment and have the ability to express himself clearly and concisely. It is important that he be friendly in his dealings with the candidates.

In the sessions, it is important to draw questions and answers from the candidates themselves. However, it is necessary to be most careful that the candidates are not made to feel ill at ease through constant questioning. The discussion leader should be prepared for the fact that the candidates will remember little of the ceremonies and often will be unable to express themselves.

We might summarize this paper then, with the following points.

The discussion leader must:

1. Be familiar with his subject.
2. Have prepared his talks.
3. Cover the material, but not bore.
4. Stimulate the memory and thought of the candidates.
5. Above all, keep in mind the tremendous responsibility that he bears.

ORDER OF THE ARROW INSTALLATION CEREMONY

Allowat Sakima: Will these brothers come and stand before me?
(The elected officers to be installed
stand before him as he directs.)

My brothers, you have been selected by your fellow members as their officers for the next twelve moons. It therefore becomes my pleasant duty to install you as such, and to administer to you the obligation attached to your office.

You will raise your right hand showing the Scout sign. You are now prepared to take upon yourself the solemn obligation of your office in the _____ Lodge of the Order of the Arrow.

You will say "I" give your name in full, and then repeat after me:

I, (name) _____, on my honor as a Scout and a member of _____ Lodge....do pledge myself, so far as in my power lies....to a strict observance of the Scout Oath.... and the twelve points of the Scout Law. I will keep and maintain all the customs and traditions of the Arrow.... I will attend all sessions of the Lodge....and fulfill the functions of my office throughout the year....If from any cause I am unable to be present....I will see that my duties are properly attended to....I will strive to promote good fellowship among the members....and to help direct the policies of this Lodge....in such a manner....as will best serve the principles upon which our Order is founded..... To the fulfillment of these obligations....I pledge my Honor.
(Two)

Retiring Chief: I will now transfer to your head the bonnet of your office (removes his bonnet and places it upon the head of the new Chief), and will gladly be the first to offer my allegiance to our new Chief.

Allowat Sakima: My brothers, I now declare you fully installed as the officers of this Lodge.

If this is the last event on the program, Allowat Sakima can proceed with the Ordeal Membership Closing Ceremony, the singing of the Song, and calling upon Meteu to call upon God our Maker. After Meteu has finished, Allowat Sakima continues:

Allowat Sakima: I now close this meeting of the Lodge.

Owasippe Lodge

CLOSING CEREMONY FOR ANNUAL BANQUET

In preparation for this event, a large kitchen-type match is placed at each place at the tables. The Toastmaster will make an announcement that the match is to be saved for a later time.

* * * * *

After the Installation of Officers has been completed, and the new Chief has been invested with the bonnet of his authority, he takes his place behind the head table. He will light the single candle placed there in front of him. After the candle is lighted, all the lights in the room are extinguished. The new Chief should have memorized the following, in anticipation of this event.

Chief: In the Installation Ceremony you have just witnessed, your Officers pledged themselves "to help direct the policies of this Lodge in such a manner as will best serve the principles upon which our Order is founded."

Were I, as your Chief, to attempt to do this by myself, I would be but a feeble glow, like this match. (He lights one match.)

But if each one of you helps, and here light your match and hold it up in the air, the lights will be bright and the gleam, like the spirit of service to which we are dedicated, will spread to the ends of the Council.

As you go from this meeting tonight, go not as a feeble light by yourself, but to share in the Service of Others, which will join your light with those of all the other members of the Order.

But, before you go, listen to these few words of wisdom from the founder of our Order.

Let me remind you of those ties which help to bind us together.

Remember: The Arrow has been fitly chosen as a symbol of our Order. Aimed high, its course is undeviating, its direction onward and upward. It, therefore, becomes a token of leadership and as such, we adopt it. Membership in the Order of the Arrow obligates you to a life of Cheerful Service, and is given, not only for what you have done, but for what you are expected to do. He alone is worthy to wear the Arrow, who will continue faithfully to serve his fellow men.

Let us renew our ties of brotherhood in the Order of the Arrow, by rising, (PAUSE, until all are up and quiet) and raising your right hand in the Scout Sign. Repeat after me our Obligation.

I (repeat your name), do hereby promise on my honor as a Scout....that I will always and faithfully....observe and preserve....the traditions of the Order of the Arrow....Wimachtendienk....Wingolouchsik....Witahemui....which I have now received. I will always regard the ties of brotherhood....in the Order of the Arrow...as lasting....and will seek to preserve a cheerful spirit....even in the midst of irksome tasks....and weighty responsibilities....and will endeavor....so far as in my power lies....to be unselfish....in service and devotion to the welfare of others. (Two)

Closing Ceremony for Annual Banquet

Let us also join hands and sing the song of our Order. You may join around your table. (If too much confusion and time would ensue to have everyone make one large circle, use smaller circles around tables.)

ARROW SONG

Meteu will once more remind you to call upon God our Maker to watch over you as you depart from this place.

Meteu:

Call you now upon your Father,
Great Creator of all nations,
To grant blessing on His children
From His high and holy station
Guiding you upon your journey.
That His Hand be stretched out to you,
As you ever help His people;
That His light may ever lead you,
As you lead the wayward to Him;
That His love be ever with you
As you love your fellow mortals;
That His Spirit rest upon you,
To direct and rule and guide you,
Till at last He calls you Home.
Pray you now in reverent silence,
Each of you in your own fashion.

(Pause of one minute)

Chief: This concludes our evening of Fellowship. Good night and Good Service.

INSTALLATION

Brothers, the results of the elections of the officers of our chapter are now to be declared to you. As the privileged brothers are named they will please join me here.

The offices of chief and vice-chief are the most important in our chapter, thus requiring integrity and capability of the two brothers who have been chosen to fill the positions. The men chosen by you have fitly proven their suitability.

Chapter Chief _____ Vice-Chief _____

The two offices of secretary in this chapter share equal responsibility and importance. The one, in that the brothers need to be notified of future events. The other, in that the brothers are to be provided with a record of past dealings for future reference. Brother officers thus should show great attention to detail in the fulfillment of their duties. The officers have been fitly chosen.

Recording Secretary _____ Corresponding Secretary _____

The office of treasurer of this chapter is, of course, an important one for the brothers must be kept informed of how much money they have for their use personally and for the purpose of bestowing honors on their brothers in public ceremonies such as this. This office requires diligence and honesty above all. This officer has also been well chosen.

Treasurer _____

You will all raise your right hand to the Scout sign and repeat after me:

I/ (say your own name),/ do hereby promise on my honor as a Scout,/ that I will always and faithfully/ discharge the duties of my office as/ (say your office)/ in the _____ Chapter of the Order of the Arrow/ Wilmachtendienk W. W./. Further,/ I will seek aid whenever necessary/ from those qualified to help me./ And I do promise/ to discharge my obligations honestly - as a Scout,/ cheerfully - as a brother of the Order,/ and discharge them to the best of my ability/-as a man.

CLOSING

Call you now on God your Father
Looking down from heaven above you
Deep into your hearts and spirits
For his help to guide you onward
Thru this life of toil and struggle
Thru this life of love and sunshine
Thus to keep you brave and cheerful
Thus to keep you true and faithful
To yourselves and to your brothers
And unto the God who made you
Till at last your journey's over
Pray you now in reverent silence
Each of you in your own fashion.

M E E T I N G S

CHAPTER EXECUTIVE COMMITTEE MEETINGS

It is suggested that the Executive Committee plan, in the early spring, the dates it wishes for the succeeding year's activities, such as meeting nights, banquets, fellowships and social events. With a tentative schedule, the adviser, as a member of the district camping committee, should be present at the district planning meeting in the spring so that the Arrow dates are given consideration on the district calendar. Also, since these then are district dates, it will allow units to plan activities around them. This committee must meet at least four times a year.

This preplanning should not interfere with the meeting of the Executive Committee in the fall, but should give it a basis on which to work.

INITIAL EXECUTIVE COMMITTEE MEETING

At the beginning of each September, a meeting of all chapter officers, advisers, and the chapter Chief of the Fire must be held. The program for the entire year should be outlined at this meeting. The following items should be considered:

1. Appointment of all committee chairmen and advisers.
2. Scheduling of all major chapter events such as time and place of fellowships, banquets, unit elections, camp promotion projects, service projects, special events, district events, etc.
3. Scheduling of chapter meetings, including date and place of meeting, current items of business that will be discussed, special programs or themes for each meeting, etc.
4. Outline the duties and responsibilities of each officer, adviser and committee chairman.

This meeting should be an informal business meeting presided over by the chapter chief. Everyone should be allowed to give his views as to the objectives, goals, and activities of the chapter for the coming year.

When chapter events are scheduled, the dates and places of district, Council, and

M E E T I N G S

cont'd

lodge activities should be kept in mind so as not to cause conflicting interests. The Executive Committee of the chapter must work closely with the district camping committee chairman in order to integrate the chapter with the district's activities. The chapter should be of assistance to the district whenever and wherever possible, especially in the field of camp promotion.

The treasurer's report should have been audited at the end of the previous June and a report should be given at the September meeting.

REGULAR EXECUTIVE COMMITTEE MEETINGS

Preceding each chapter meeting, a meeting of the Chapter Executive Committee should be held. This meeting should include all officers, advisers, the district executive if available, and the chairmen of all the currently active committees.

The purpose of this meeting is to discuss and plan current chapter events so that time need not be wasted at the chapter meeting proper. The chapter's delegate to the Lodge Executive Council should give a report and the minutes of the Lodge Executive Council should be reviewed. Officer and committee reports to the chapter should be brief and concise.

CHAPTER MEETINGS

The purpose of the chapter meeting is first, to inform the members of the business activities and progress of the chapter. Second, the chapter meeting should be planned to help develop the personalities and leadership capabilities of all the chapter members. This can be accomplished by involving the members of the chapter in activities as soon as possible, especially the newer brothers of the chapter. Encourage them to participate in committee work and special events.

The chapter members should be able to gather information from the chapter's program and still have it be informative and educational. Develop a chapter program committee, encourage your Arrow brothers to make presentations and bring in outside personnel for demonstrations and presentations. Keep your programs varied and flexible.

A typical meeting should be conducted as follows:

Business:

Call meeting to order.....Chief

Opening.....Meteu

Reading of minutes.....Secretary

Approval of minutes

Treasurer's report.....Treasurer

Executive Committee report....Chief

Committee report.....Committee Chairmen
(when necessary)

Fellowship

Banquet

Training

Membership

Service and Ideals

Camp promotion

Ceremonial team

Publications

Patch

Special

Old business

New business

Program: This constitutes the major and most important part of your meeting. It should be worthwhile. The following material is presented to help achieve this goal.

CHAPTER PROGRAM SOURCES

1. American Indian Center (handicraft talks and movies)	411 North LaSalle	Mo-4-0955
2. Chicago Mountaineering Club		
3. Camping Clubs - National Camping Association		
4. State and National Governmental Agencies - for films, talks, etc.		
5. Ford Motor Company Pub. Rel. Div.	35 East Wacker Drive	Ce-6-5753
6. General Motors Pub. Rel. Div.	840 North Michigan	De-7-4601
7. Boy Scouts of America	300 West Adams	St-2-3990
8. National Safety Council	425 North Michigan	Wh-4-4800
9. Canadian Travel Films	111 North Wabash	Fr-2-1251
10. Film Center, Inc.	64 West Randolph	Ra-6-1138
11. Ideal Pictures	58 East Water	Fi-6-5245
12. Modern Talking Pictures Service	Prudential Plaza	Su-7-0588
13. Forest Preserve District	536 North Harlem	Co-1-8400
14. Chicago Police Dept.	1121 South State	Wa-2-4747
15. U.S. Treasury Dept.	610 South Canal	Ha-7-6910
16. Federal Bureau of Investigation	212 West Monroe	Ra-6-2150
17. U.S. Coast Guard	610 South Canal	Ha-7-6910
18. U.S. Air Force	East 57th & South Shore	Mu-4-6190
19. U.S. Weather Bureau	219 South Clark	Wa-2-1346
20. U.S. Civil Aeronautics Adm.	6013 South Central	Po-7-8608
21. U.S. Air Force Recruiting Ser.	Local Recruiting Stations	
22. Fire Dept.		
23. U.S. Army Recruiting	1660 East Hyde Park	Bu-8-5800
24. U.S. Navy Recruiting	844 North Rush	Mo-4-3300
25. Dept. of Interior; Fish and Wildlife Service		
	565 West Washington	Ra-6-2183
26. Chicago Fire Dept.	54 West Hubbard	Ra-6-8000
27. Chicago Public Library Films		
28. Red Cross		
29. Audobon Society		
30. Glenview Naval Air Station		
31. Chicago Public Film and Slide Library		
32. R.O.T.C. Instructors for talks		
33. High School Teachers		
34. Science Lectures and demonstrations		

ADDITIONAL IDEAS

There are Scouts, Explorers and Scouters throughout your district and area who have fascinating hobbies and many worthwhile experiences and specialties who would be glad to help you with a program. Some units with members in your chapter have had high adventure trips and have taken pictures of their trips. Canoe trips, Philmont, camping in unusual places, travel. Look for them. Members of your church or club, too, may have something of interest.

Don't forget to try many of the big companies throughout Chicago, many of them have special demonstrations and promotional films which are good for programs.

October 1964

Following is a list of films and filmstrips available at the Council Service Center at 300 West Adams Street that would be of help to Order of the Arrow members in promoting camping. Call 782-3990 and ask for the film reservation desk to reserve these.

Films and filmstrips may be obtained after 12 noon of the day they are to be used and must be returned no later than 12 noon of the following day, or by Monday noon following a weekend.

FILMSTRIPS

The Troop Goes Camping	Hiking with your Patrol
Preparing for an Expedition	So You're Going Camping
Order of the Arrow	Region 7 Canoe Base
Building Fitness Through Scouting	How to Select a Tent
Year-Round Camping Troop	Troop camping at OWASIPPE (available in your district)

FILMSRUNNING TIME

Let's Go to the Jamboree	13 min.
Jubilee Jamboree - 1960	17 min.
1957 Jamboree	17 min.
Beyond the Tooth of Time	25 min.

Note: These films and filmstrips are to be reserved only by chapter advisers or other adults who will also resume responsibility for the care and return of the items used.

F I N A N C E

CHAPTER CHECK REQUISITION (form 122) This form, when properly completed, authorizes the Council to draw a check upon chapter funds to the party and for the purpose described on the form.

CHAPTER DEPOSIT SLIP (form 121) This form is completed when a chapter deposits any funds in its account.

AT ALL TIMES, BE SURE TO INCLUDE YOUR CHAPTER NAME AND ACCOUNT NUMBER.

REASON FOR DEPOSITING FUNDS WITH THE COUNCIL The Chicago Area Council provides a safe and convenient place to deposit chapter funds. In addition to this, the Council is responsible for the financial affairs of the lodge and chapters.

DEPOSITING OF FUNDS Funds may be deposited by filling out a deposit slip (form 121) and depositing the funds at the Council Service Center. This depositing may also be done by mailing the deposit slip and the funds (in the form of checks or money orders) to the Chicago Area Council office or by bringing them into the Council office. If the deposit is made by mail, a receipt will be sent by return mail.

WITHDRAWAL OF FUNDS Funds may be withdrawn by filling out a chapter check requisition (form 122) and mailing this to the Camping Service at the Council office. Assuming this withdrawal is properly signed by the authorized persons and is for the proper disbursement, a check will immediately be issued by the Council and mailed to the party named on the requisition.

MONTHLY STATEMENTS Each month each chapter receives a monthly statement of its account. This form shows the balance in the chapter's account at the beginning of the month, any deposits or withdrawals, and the balance at the end of the month.

The fiscal year for the Owasippe Lodge and its chapters will be from January 1, to December 31. Each active member of the Owasippe Lodge will pay dues to the Lodge annually. Upon receipt of said dues at the Council office, the Lodge treasurer will issue an annual, dated membership card to each paid member. No Order of the Arrow supplies or Lodge patches will be issued to any member of the Owasippe Lodge who cannot produce said card. The amount of the dues will be decided by the Executive Committee at the June meeting of the Lodge. Dues will be due at the Council Service Center before January 1. If unpaid on February 1, the dues will be considered to be delinquent. All

F I N A N C E
cont'd

delinquent members will be considered to be inactive after February 1. If dues are paid after February 1, a ten cent (10¢) per member reinstatement fee will be levied. Lost annual, dated, membership cards will be replaced by the Council Service Center at the rate of ten cents (10¢) each and marked "duplicate card." New members will pay one-half of the Lodge dues in the year of their induction.

Each chapter will supply the Lodge with a roster of all dues-paid members before January 1. If said roster and dues remain delinquent until February 1, all members of the chapter will be dropped from active membership. Once a chapter has been dropped from active status, its delegate will have no vote on the Executive Committee, no new Ordeals will be entered in the Lodge records, no elevations to Brotherhood will be recognized and all petitions for the Vigil Honor will be denied.

The Lodge Budget Committee, under the guidance of the Lodge financial adviser, will develop a budget to be submitted to the Executive Committee each April. The budget will be discussed and acted on at the June meeting. The Lodge treasurer will pay all budgeted expenses as they occur in concurrence with the financial adviser. Expenses not covered by the Lodge budget must be approved by the Executive Committee before they may be incurred.

Each chapter will develop an annual budget to be submitted as part of their chapter application. The chapter financial adviser and the chapter Executive Committee will be responsible for the preparation of the budget. If a chapter wishes to do so, it may levy dues on its membership other than the Lodge dues.

It is only good business that all activities of a chapter involving collection and disbursement of money have a budget prepared prior to collection of any such money. Two copies of this budget should be kept on file.

No funds of any chapter may be used by the Council or the Lodge except to pay chapter approved bills of said chapter.

All chapter funds shall be handled through the Council office and go through the normal accounting procedures of the Council. All properly requisitioned funds will be paid by the Council office provided the chapter has adequate funds in its account.

All Order of the Arrow funds shall be handled through the Council office and follow the normal accounting procedures of the Council.

Responsibilities of Advisers

Lodge Adviser Qualifications

- a. Has a knowledge of the Order of the Arrow, its purposes, ideals, traditions and procedures.
- b. Has the ability to advise.
- c. Has the confidence of the council personnel and members of the lodge with whom he is to work.
- d. Will devote the necessary time the job requires.

Appointment

Appointed by the Scout Executive.

Duties

- a. Attends all lodge meetings, executive and advisory committee meetings, ceremonies and activities.
- b. Is coach and counselor to the elected officers of the lodge. Is a member of the executive committee.
- c. Is a member of the council camping committee and acts as official representative of the local council in coordinating affairs.
- d. To appoint all assistant advisers.
- e. To advise and coach committee advisers in the performance of their duties.
- f. Works closely with the staff adviser and the lodge chief.
- g. Promotes participation of his lodge in area fellowship conferences, national training courses and national conferences.
- h. Keeps the Scout Executive apprised of the goals, program and needs of the lodge.
- i. Keeps the adult in the background.

Chapter Adviser Qualifications

- a. Has a sincere interest in Scouting.
- b. Has a knowledge of the Order, its purpose, ideals, traditions and purposes.
- c. Has the ability to advise.
- d. Has the confidence of the district personnel and members of the chapter with whom he is to work.

Appointment

Appointed by the Scout Executive upon the recommendation of the district executive.

Duties

- a. To attend all meetings of the Chapter Executive Committee.
- b. To attend all meetings and events of the chapter.
- c. To appoint all assistant advisers.
- d. To advise and coach committee advisers in the performance of their duties.
- e. To represent the chapter on the district camping committee.
- f. To keep the district executive apprised of the goals, progress and needs of the chapter.
- g. To act as a coach to the chapter chief in the planning of meetings and selection of personnel for various offices and duties.
- h. Keep the adult in the background.

D U T I E S O F O F F I C E R S

Lodge:

Chief - Netami Sakima

- a. Shall preside at all meetings of the Lodge, and Lodge Executive Committee and Advisory Council.
- b. He shall appoint such standing and temporary committees and their advisers as are called for in the Lodge rules or by special action of the Lodge Executive Committee.
- c. He shall consult the Advisory Council concerning the administration of the Lodge.
- d. With the advise of the Advisory Council, he shall make nonunit and ex-officio Scouter Vigil Honor nominations of any such individuals who meet the list qualifications.
- e. With the advise of the Advisory Council, he shall appoint the Lodge Meteu.
- f. He shall be an ex-officio member of all committees.
- g. Succession to the office of Lodge Chief in case of absence shall be in the following order: Vice Chief, Recording Secretary, Corresponding Secretary, Treasurer, Meteu, Historical Secretary.
- h. Shall make appointments to fill vacancies subject to approval of the Advisory Council.
- i. Appoint the Arrow summer camp staff.

Vice Chief - Sakima

- a. Chairman of Camp Promotion Committee.
- b. Shall assume duties of Chief in his absence.

Recording Scribe - Netami Lekhiket

- a. Record the minutes of all Lodge and Executive Committee meetings and Advisory Council meetings.
- b. He works with the membership and election committees.
- c. Be responsible for accuracy of the Lodge membership records.

Corresponding Scribe - Netami Lekhiket

- a. Takes care of all the mailing of the Lodge.
- b. Is responsible for the accuracy and maintenance of the central mailing files.
- c. Is responsible for accuracy of Lodge membership records.
- d. Be responsible for the correspondence of the Lodge.

D U T I E S O F O F F I C E R S
cont'd

Lodge: cont'd

Treasurer - Netami Mawachpo

- a. Shall be responsible for the collection of the National Chapter fee from the chapters and shall report to the Executive Committee.
- b. Shall turn over all money to the Council treasurer through the Council office.
- c. He shall render a bill for annual dues from Council and ex-officio members and collect same.
- d. He shall be the chairman of the Lodge Service and Ideals Committee.
- e. With aid of financial adviser he prepares a budget, collects dues, deposits funds in Council office, arranges for payment of bills by the Council office with the Lodge adviser and maintains adequate financial records with the Council office. Sends a monthly statement to each chapter of its account with Council treasure.

Meteu - Medicine Man

- a. The Lodge Meteu shall be responsible for arranging for the installation of duly elected Lodge officers.
- b. He shall be responsible for the proper opening and closing of all Lodge functions.
- c. He is chairman of the Lodge Ceremonial Committee.

Lodge Historian

Keeps a running history of the Lodge and its activities.

Summer Chief

If the Lodge Chief cannot attend camp for the full season, he shall appoint a summer chief, with the approval of the Advisory Council.

Ordeal Master

Prior to the camping season, the Lodge Chief, with the approval of the Advisory Council, shall appoint an Ordeal Master for each camp on each lake. Should a vacancy occur, after such appointments, the Lodge summer chief, with approval of the Chief of the Fire, may appoint a substitute.

The Ordeal Master will represent the Lodge and arrange all ceremonials in his camp.

Chapter:

Chief - Wajauwe Netame

- a. He shall preside at meetings of the chapter and the Chapter Executive Committee.
- b. He shall appoint such standing and temporary committees and their advisers as are called for.

D U T I E S O F O F F I C E R S
cont'd

Chapter: cont'd

Chief - Wajauwe Netame

- c. He shall consult the chapter adviser concerning the administration of the chapter.
- d. He shall, with advice of adviser, appoint the chapter Meteu.
- e. He shall be an ex-officio member of all committees.
- f. Succession to office shall be the same as for Lodge chief.
- g. Shall make appointments to fill vacancies subject to approval of the adviser.

Vice Chief - Equiwi Wajauwa

- a. Takes place of chief when he is absent.
- b. Main function is camp promotion.

Recording Scribe - Lekhitet

- a. Records minutes of Chapter and Chapter Executive Committee meetings.
- b. He works with the Membership and Election Committees in keeping records.

Corresponding Scribe - Lekhitet

- a. Takes care of all the correspondence of the chapter.
- b. Informs all members of all events.
- c. Works with the Membership and Election Committees whenever correspondence is needed.
- d. Is responsible for filling out and forwarding to the Lodge all necessary forms and reports.

He shall maintain records on the complete chapter membership using dividers for Ordeal, Brotherhood and Vigil -- active and inactive. He shall maintain also a record for each Ordeal Brotherhood candidate.

He shall take the names of approved Ordeal membership candidates from the original copy of the election certificates, enter on records and file in the Ordeal candidate section of the file. These records are kept for 18 months from the date of election. He shall notify the candidates by card of their status as a candidate unless requested by the unit leader not to do so because of possible summer camp "calling-out," as indicated by the "X" in the "hold" boxes. After candidates have been inducted at a chapter fellowship, the chapter recording scribe shall fill out the Ordeal Candidate Induction Roster, in duplicate, leaving the Lodge number space blank. The chapter recording scribe or his representative shall take both copies of the roster to Camping Service. Camping Service shall issue an amount of numbered membership cards equal to the number of candidates inducted. He will immediately place the Lodge number opposite the name of the candidates on both copies of the roster in the column marked "Lodge Number." From this, he will fill out the membership cards. The original copy of

D U T I E S O F O F F I C E R S
cont'd

Chapter: cont'd

Corresponding Scribe - Lekhitet

the form will be left with Camping Service. The duplicate copy he will keep for the chapter records. In case candidates from other chapters or lodges have been inducted at the fellowship, the scribe will forward these membership cards to the proper chapter or lodge scribe.

The chapter corresponding scribe, as directed by the chapter Brotherhood Membership Committee, shall mail two copies of the Brotherhood membership nomination letter to all Ordeal members selected by the committee for notification. Such form letters are returnable to the chapter corresponding scribe.

The Ordeal member shall fill out both copies of the form letter. He will return both copies of the form to the chapter corresponding scribe. The original copy of the form will be retained by the chapter corresponding scribe for the files. The duplicate copy, after being signed by the chapter chief in the space provided will be returned by the chapter corresponding scribe to the candidate.

He shall notify Ordeal and Brotherhood candidates by mail of opportunities to complete their memberships, except in the cases of those Ordeal membership candidates who are not to be notified by request of their unit leader. This notification shall instruct the candidate to register for a particular fellowship.

Treasurer - Mawachpo

- a. Keeps a record of all the money spent and received.
- b. Collects dues from members of his chapter.
- c. He shall work with the chapter financial adviser.
- d. The signature of the treasurer and the financial adviser must be on each financial transaction.
- e. Initiate payment of all bills of the chapter.

Meteu - Medicine Man

- a. Opens and closes all Arrow affairs with an invocation.
- b. He is chairman of the ceremonial and costume teams.
- c. He must train members of his team. He is responsible for their knowing their parts.

Chapter Historian

- a. Keeps a running history of the chapter and its activities.

DUTIES OF COMMITTEES

GENERAL RULES:

Must have an adult adviser.

All committees shall be reappointed upon inauguration of new chief.

A majority of members must be under twenty-one years of age.

Adviser or representative must be present at all meetings.

STANDING COMMITTEES:

Lodge Ceremonial Committee

The committee is composed of lodge Meteu who is chairman, an adviser, and the Meteu of each chapter. It shall have the responsibility for maintaining one or more Ordeal or Brotherhood ceremonial teams. The members of these teams shall be secured by the lodge Meteu from among qualified members of the chapter ceremonial teams. The lodge Meteu is responsible for the quality of ceremonials. At the discretion of the chairman, a chapter can be requested to furnish a ceremonial team.

Chapter Ceremonial and Costume Committee

This committee is composed of the chapter Meteu who is chairman, an adviser and members of the Ordeal and Brotherhood ceremonial teams. The Meteu is responsible for securing the members and the quality of the ceremonials, also for maintenance of the costumes.

Chapter Ordeal Membership Committee

This committee is composed of a chairman, adviser and two or more chapter members. It shall meet monthly and review all election certificates brought in by chapter members from units in the district. It shall authorize the chapter scribe to prepare a record for each elected candidate. See unit election for further assistance.

Chapter Brotherhood Membership Committee

This committee is composed of a chairman, adviser, and two or more members not necessarily Brotherhood members. It shall meet during the months of March and September to invite all qualified Ordeal members, based on the chapter scribe's records, to become candidates for Brotherhood membership. See section on Brotherhood for further assistance.

Lodge Vigil Honor Steering Committee

This committee is composed of a chairman and a secretary, both Vigil Honor members, who are elected each year at the summer camp Vigil Honor ceremonial, by the Vigil Honor members present. Its function is to organize such activities of the Vigil Honor group as may be necessary.

Lodge Vigil Honor Screening Committee

See Vigil Honor requirements for further information.

Lodge Vigil Honor Selection Committee

See Vigil Honor requirements for further information.

Nominating Committee

Committee and adviser are appointed by the outgoing chief and is composed of seven members. It is the duty of the committee to review the list of active members

D U T I E S O F C O M M I T T E E S
cont'd

Nominating Committee - cont'd

and select those who best fill the respective offices. This committee will clear all nominations with the Chief of the Fire before contacting individuals to get their acceptance. Any candidates nominated from the floor after the presentation of the slate of nominees will be cleared by the committee with the Chief of the Fire. After the close of nominations, it shall be the responsibility of the committee to gather a short resume of each nominee and include on the election form adjacent to, or following the candidate's name.

Lodge Budget Committee

See under Finance for further information.

Chapter Budget Committee

See under Finance for further information.

Banquet Committee

Should be composed of a chairman and adviser and as many additional members as are required. It shall be the duty of this committee to select a site, make arrangements for the banquet, secure tickets, sell tickets, prepare the program, the program leaflet, decorations and promote the banquet.

Fellowship Committee

See Conducting a Fellowship for further information.

Audit Committee

Should be composed of a chairman, adviser and two other members. It is the duty of this committee to audit the books of the chapter treasurer before the month of June so that a report can be made at the June meeting of the chapter. Committee should meet with the treasurer and his adviser and go over the books together to make sure that all balances are correct.

Chapter Officers' Fellowship Committee

Should be composed of a chairman and adviser and as many members as are necessary. Duties of this committee are to prepare the materials necessary for the fellowship, secure a suitable place to hold the fellowship, secure the necessary speakers, secure food arrangements, prepare materials for publicizing and making reservations. Also to check if necessary before the fellowship to secure necessary number of participants.

Camp Promotion Committee

The first line of service that a chapter should render to its district is CAMP PROMOTION.

Each chapter is required to have a camp promotion chairman and an adult adviser. It is suggested that the chairman be the vice chief, although it is not mandatory.

They are also required to meet monthly with the district camping chairman, district commissioner and district executive.

Service and Ideals Committee

The "SERVICE" in the Service and Ideals Committee

1. Chicago Area Council
 - a. Help promote year-around camping through camp promotion.
 - b. Assist wherever possible all Council activities.
2. District
 - a. Help promote camping in your district on weekends at Chicago Area Council Camps
 - b. Assistance is always appreciated on the following District activities:
 1. Camporees
 2. Cub-O-Rees
 3. Cook-outs
 4. Swim meets
 5. First Aid Meets
 6. Annual Meetings
 7. Numerous other activities
3. The Scout Unit
 - a. Promotion of year-around camping in your unit.
 - b. Assisting other units with their camping program.
(Let it be known to your District Executive that the Service and Ideals Committee of his Arrow Chapter is always ready to be of service to all units that need assistance with their camping program.)
4. Your Chapter
 - a. Assist the Ordeal Membership Committee in holding unit Arrow elections.
 - b. Act as ushers and guides at your Chapter activities.
 - c. Be of assistance to all your Chapter Committees if your services are requested.
 - d. KEEP A COMPLETE RECORD OF YOUR CHAPTER'S ACTIVITIES so that they may be given to the Owasppe Lodge for its Annual Report.
5. Fellowship

We shall take a few moments to review the "four points" as expressed in the Pre-Ordeal Ceremony.

1. To spend the night in the open to prove his courage and ability.
2. To maintain silence, to better study his inner thoughts and resolve upon a life of richer service in the future.
3. To spend some time in arduous labor to prove his willingness to serve.
4. To eat but little, to prove he can subordinate the appetites of the body to the high purpose of the spirit.

We expect a Candidate to fulfill all four points of his Ordeal, but we must assist him in every manner and above all THERE SHOULD BE NO HAZING.

Here is where your committee "SHINES."

- a. Assisting the Ordeal Master in handling of Candidates; work with them, don't everyone try and be a "BOSS."
- b. Use mature judgement in seeing that the entire Ordeal is conducted on a high standard.
- c. Assisting other Fellowship Committees as the need arises.
- d. CREATE and MAINTAIN high morals for all in attendance.

REMEMBER --- There is often a relationship between a clean latrine and cheerful service! ! !

6. Help Community

- a. Conservation
- b. Maintenance
- c. Civic Service

The "IDEALS" in the Service and Ideals Committee

What is an IDEAL ? ? ?

We can use the following as one of its definitions:

"An ultimate object or aim of endeavor, especially one of high or noble character."

or

in other words

What is the standard that you men of the Service and Ideals Committee are striving toward?

Perhaps, this excerpt from a statement made by E. Urner Goodman, the founder of the Order of the Arrow, may help you in determining a path for that "Standard to strive toward."

"Let it be remembered that the Order of the Arrow was created to help the Unit -- to help it set before its membership a better idea of the INNER QUALITIES of the good Scout camper."

How can you men of this committee further the idealism of this "inner quality" of the good Scout camper?

Namely ---

1. Ready and willing always to lend a hand to your Brother Scout.
2. The more arduous the task, the bigger the smile.
3. Help to make the ideal of a daily Good Turn a reality.
4. Participation in church services, flag raising ceremonies, and other worthwhile projects.
5. Scout Oath and Law - a Reality.
6. Inherent Values (P. 54 -- O/A Handbook)

REMEMBER --- Qualities of character, like cheerfulness and service are hard to understand in the abstract ... they come easier when seen in human life.

ELECTION OF OFFICERS

Time Schedule

Lodge - Chapter

April	appointment of committee
May	presentation of slate - nominations from floor
June	presentation of slate - final nominations from floor
September	presentation of slate - acceptance of nominations from floor
October	mailing of election forms
November 1)	election of officers
December 1)	
December	final results of election announced
	New officers take over January 1

Lodge: They will be formally installed at the annual Lodge banquet.

Chapter: They will be formally installed at the next chapter meeting or function.

WHO CAN VOTE

All Arrowmen who hold active membership and are under twenty-one years of age. (21 being defined as meaning 21 at time of election.)

OFFICERS TO BE ELECTED

Chief, vice chief, corresponding scribe, recording scribe and treasurer. Any candidate must not reach his twenty-first birthday during term of office.

WHO APPOINTS NOMINATING COMMITTEE

LODGE: Outgoing chief in consultation with the Lodge adviser appoints the nominating committee and appoints an adviser. The nominating committee is composed of seven members. The committee elects its own chairman.

CHAPTER: Outgoing chief appoints the nominating committee in consultation with adviser. The chairman is appointed by the chief. The committee is composed of the chairman, three members of the Executive Committee and three membership at large.

DUTIES OF THE NOMINATING COMMITTEE

LODGE: Elect a chairman from among its seven members.

Compose a slate of nominees from the offices - at least two nominees for each office.

Accept nominations from the floor.

Secure the nominee's acceptance.

Present the list of candidates and a concise statement of the qualifications of each candidate.

CHAPTER: COMPOSITION -- Chairman and three chapter members at large.

Chairman and three members of chapter Executive Committee.

Compose a slate of nominees for the offices. Candidates must always be selected from units affiliated with the district sponsoring chapter.

Accept nominations from the floor.

ELECTION OF OFFICERS
cont'd

DUTIES OF NOMINATING COMMITTEE - cont'd

CHAPTER: All nominations should be approved by the Chief of the Fire.

Secure the nominee's acceptance.

Present the list of candidates and a concise statement of the qualifications of each candidate or allow each nominee time in which to present his qualifications.

PROCEDURE

LODGE: In order that the selection of Lodge officers shall be free choice of the members of the Lodge, the following procedure shall be followed:

Before the first day of November, a letter shall be sent to each chapter chief and adviser on which shall appear the names of all the candidates to be voted upon. The letter shall give a concise statement of the qualifications of each candidate nominated. The letter shall instruct as follows:

The chapter chief shall present the enclosed slate of nominees to the chapter membership at the chapter meeting held between November 1 and December 1. The qualifications of all candidates for each successive office should be read before being voted upon. The voting should be by office in order as listed under "Officers to be Elected." Vote shall be by secret ballot.

The chapter scribe should forward the results to the Lodge scribe before June 2. The results should give the total votes cast for each candidate.

The polls shall close at 12 noon, December 7. The Lodge scribe shall compile the totals and report the results to the Advisory Council at its meeting. The Council shall, by resolution, declare elected to their respective offices, those candidates who have received a plurality of the votes cast. In case of a tie vote between two or more candidates for the same office, the Executive Council shall decide between the candidates thus tied. A two-thirds vote of the chapter delegates and Lodge officers present, assuming a quorum, shall constitute a decision, each chapter delegate and Lodge officer having one vote.

The new officers shall assume their duties at the meeting of January 1. They will be formally installed at the annual Lodge banquet.

CHAPTER: The slate of nominees shall be presented to the chapter membership at the November meeting so that they can vote for the candidates for the various offices. The chief shall appoint two tellers to collect ballots and tally results for each office. Voting should be by office as listed under "Officers to be Elected." Vote shall be ballot. A simple majority vote of the active chapter members present at the election meeting is necessary for election to any chapter office. They must be elected annually in the fall. They assume their duties after the last meeting of the year (December).

Defeated candidate for one office can be nominated for other offices to be voted on.

In the case of deadlocks after three ballots, a ballot shall be cast on the two candidates with the largest number of votes. Majority of votes shall be sufficient to elect.

Defeated candidate for one office can be nominated for other offices to be voted on.

ARROW MAILING LIST

Due October 1.

Chapter _____ District _____

Name

Address

Zip Code

[illegible]

DATE _____

Signed _____
Chapter Secretary

CHECK REQUISITION

DISTRICT _____ CHAPTER _____

Pay to the
Order of:

\$

ADVISER_____
CHAPTER OFFICER

DATE	ITEMS	NET AMOUNT
DATE NEEDED:	SEND TO: (IF OTHER THAN PAYEE)	

SUPPORTING EVIDENCE (bills) MUST BE ATTACHED TO THIS FORMReceived by Lodge Adviser _____
DateApproved by Lodge Adviser _____
Signed

DISTRICT _____ CHAPTER _____

SIGNATURE AUTHORIZATION CARD

The following persons are authorized to withdraw funds of _____
Chapter of the Owasippe Lodge from its account with the Chicago Area Council,
Boy Scouts of America, for the year June 19__ to June 19__ in accordance with
the standard council withdrawal procedure.

ADULT ADVISERS

CHAPTER OFFICERS

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |

Submit this card in DUPLICATE

DISTRICT _____ CHAPTER _____

SIGNATURE AUTHORIZATION CARD

The following persons are authorized to withdraw funds of _____
Chapter of the Owasippe Lodge from its account with the Chicago Area Council,
Boy Scouts of America, for the year June 19__ to June 19__ in accordance with
the standard council withdrawal procedure.

ADULT ADVISERS

CHAPTER OFFICERS

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |

Submit this card in DUPLICATE

CHAPTER ANNUAL REPORT TO LODGE

Due Before December 31

Chapter	District	Date
1. Total Membership	6. Explorer Membership	
2. Ordeal Membership	7. Scouter Membership	
3. Brotherhood Membership	8. Ordeal Inducted	
4. Vigil Membership	9. Brotherhood Inducted	
5. Scout Membership	10. Vigil Inducted	
11. How many inductions did your chapter hold last year for Ordeal? _____ Brotherhood? _____		
12. How many chapter-wide activities did your chapter conduct this year? _____		
13. Does your chapter have an Indian dance team? _____ How many members? _____ How often do they perform in a year? _____ (number) For what occasions? _____		
14. Chapter Service Projects		
A. Service projects that either promoted or strengthened council and district camping:		
1.	4.	
2.	5.	
3.	6.	
B. Service projects at the council camp:		
1.	4.	
2.	5.	
3.	6.	
C. Service projects that either promoted or strengthened unit camping:		
1.	4.	
2.	5.	
3.	6.	
D. What service projects does your chapter encourage its members to carry out on their own, in their own unit:		
1.	4.	
2.	5.	
3.	6.	
E. Other service projects that do not fall into the above categories:		
1.	4.	
2.	5.	
3.	6.	

CHICAGO AREA COUNCIL

BOY SCOUTS OF AMERICA

ORDER OF THE ARROW

CHAPTER FUNDS DEPOSIT FORM

DISTRICT _____ CHAPTER _____

The _____ chapter of the Owasippe Lodge hereby submits \$_____ for deposit in its account with the Chicago Area Council, Boy Scouts of America, subject to the normal accounting procedures of the Chicago Area Council.

DATE	ITEMS	NET AMOUNT
	TOTAL	

List sources of income above

Funds transmitted by: _____

Mail receipt to: _____

CHICAGO AREA COUNCIL
BOY SCOUTS OF AMERICA
300 WEST ADAMS STREET
CHICAGO, ILLINOIS 60606

OWASIPPE LODGE
ORDER OF THE ARROW

CHAPTER ELECTION REPORT

(Due July 1)

	Name	Age	Address	Zip Code	Phone No.
Chief					
Vice Chief					
Corresponding Scribe					
Recording Scribe					
Treasurer					
Meteu					
Chapter Adviser					

Chapter _____

Date _____

District _____

Meeting Place _____

Date _____

Time _____

Approved by District Executive _____

Date _____

Promote Scout Camping

Sources of Materials

Kits beading etc.

Tandy
5800 West North Avenue
Chicago, Illinois

Thunderbird

2122 North Lincoln Avenue
Chicago, Illinois

Plume Trading and Sales Company, Inc.
P. O. Box 585
Monroe, New York

Grey Owl
150-02 Beaver Road
Jamaica 33, New York

Boy Scout Trading Post
300 West Adams Street
Chicago, Illinois 60606

Beads

Wester Trading Post
187 South Zuni
Denver 23, Colorado

Drum heads

White Eagle Rawhide Mfg. Company	Mention BSA for
1652 North Throop Street	discount
Chicago, Illinois	

Try your band or orchestra teacher at school

Feathers

Turkey farms

Chicken farms

Hunters - grouse - pheasant

Leather

Triangle Tanning Company
2252 North Elston Avenue
Chicago, Illinois

Local tanneries see Red Book

Taxidermists

Hunters

Food lockers specializing in processing wild game.

Specialty restaurants - wild game.

Fur coats

Salvation Army Stores

Goodwill Store

Neighbors

Felt - wool blankets

Felt Companies

Department stores

Sears Roebuck

Montgomery Ward

Places to check authentic costumes

Local

Chicago Natural History Museum

12th Street and Lake Shore Drive.

Chicago, Illinois

get permission to photograph and visit nondisplay
exhibit in advance; also to use library

American Indian Center

738 West Sheridan Road

Chicago, Illinois

Nonlocal

Museum of American Indian

Heye Foundation

New York City, New York

collection and publications

Denver Museum of Art

13th and Logan

Denver, Colorado

publications about Indians

Will give unlimited help. You must know what you
want though.

Peabody Museum of Art

publications and collections

Smithsonian Institute

Washington D. C.

publications - write Supt. of Documents for catalog
of publications -- available at the following

Crerar Library

Chicago Public Library

Ryerson Library - Art Institute of Chicago

Portland Museum of Art

Portland, Oregon

publications and collection.

Sources of Information

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Bernard S. Manson

The Rhythm of the Red Man
Julia M. Buttrice

Indian Lore Merit Badge Book
Boy Scouts of America

Indians of Early Chicago
Miriam Wood, Roberta Cramer, Emma Neve
Chicago Natural History Museum, 1957

The Book of Indian Crafts and Indian Lore
Julian Harris Salomon

Handicraft
Lester Griswoeld

The Golden Book of Indian Crafts and Lore
W. Ben Hunt

Catalog - Books about Indians
Museum of the American Indian
Broadway at 155th Street
New York City, New York 10032

Indians of North America
W. Ben Hunt

Indians of North America
B. Sterling Mason

Catalog - Publications - crafts, beadwork
Publications Service
Haskell Institute
Lawrence, Kansas

Indians of North America
Boas
Publication of the Smithsonian Institute, out of print
check libraries and secondhand book stores

Leaflets - also chance to see and study collection
Norman Feder, Curator
Denver Museum of Indian Art
13th and Logan Street
Denver, Colorado

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- Lummis, Charles F., PUEBLO INDIAN FOLK STORIES. Scribners.
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III. Stories Of Indian Life.

- Bandelier, A.F.A., THE DELIGHT MAKER. Dodd, Mead and Company.
- Curtis, Edward S., INDIAN DAYS OF THE LONG AGO. World Book Company.
IN THE LAND OF THE HEAD HUNTERS. World Book Company.
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- Jenks, Ernest A., CHILDHOOD OF JI-SHIB THE OJIBWA. American Thresherman,
Madison, Wisconsin.
- Laing, Mary, HERO OF THE LONG HOUSE. World Book Company.
- Moran, George N., KWAHU, THE HOPI BOY. American Book Company.
- Schultz, James Willard, APAUK, CALLER OF BUFFALO. Houghton Mifflin Company.
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Austin, Mary, THE ARROW MAKER. Duffield and Company.

Lord, K., "THE RAVEN MAN." in PLAYS FOR SCHOOL AND CAMP. Little, Brown and Co.

Mackay, Constance D., "THE VANISHING RACE" and "THE PASSING OF HIAWATHA,"
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IX. Indian Crafts.

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OWASIPPE LODGE - ORDER OF THE ARROW

LODGE RULES

ARTICLE I - NAME and TOTEM

- A. The name of this organization shall be "Owasippe Lodge, Order of the Arrow - W. W. #7."
- B. The totem of this lodge shall be the hand of friendship plus the arrow nestling in the palm of the hand.

ARTICLE II - AFFILIATION

This lodge shall be affiliated with the Chicago Area Council, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Scout executive.

ARTICLE III - ORGANIZATION

- A. The Owasippe Lodge, Order of the Arrow - W. W. #7, receives its authority to operate from the National Order of the Arrow Committee and is chartered from year to year by the National Council, Boy Scouts of America.
- B. This lodge shall be divided into chapters.
- C. The chapters of this lodge shall be supervised and administered under the direction of the Scout executive.

ARTICLE IV - ELECTION TO MEMBERSHIP

- A. The requirements for membership in this lodge are as stated in the Order of the Arrow Handbook.
- B. The procedures for conducting the Ordeal are as stated in the Order of the Arrow Handbook.
- C. All elections for the Ordeal membership must clear through the unit election committee of the chapter.

ARTICLE V - OFFICERS

- A. The officers of this lodge shall be: lodge chief, senior vice chief, as many vice chiefs as deemed necessary by the Scout executive, lodge recording scribe, lodge corresponding scribe, and lodge treasurer. These elected officers must be under twenty-one years of age when elected to office.
- B. The officers of each chapter of the lodge shall be: Chapter chief, vice chief, scribe(s), and treasurer. These elected officers must be under twenty-one years of age when elected to office.
- C. Lodge officers shall be elected by a ballot vote of the membership, counted at the Council Service Center on the second Wednesday in December. The term of office for all officers, lodge and chapter, shall be from January 1 to December 31. Lodge officers shall be installed at the Annual Lodge Meeting and Banquet.

- D. The executive committee of the lodge shall be composed of the elected lodge officers, the immediate past lodge chief, the lodge operating committee chairmen and their advisers, the lodge adviser (s), the chapter chiefs and their advisers, the Scout executive and the staff adviser.
- E. The lodge adviser and chapter advisers shall be appointed by the Scout executive in consultation with the Council Camping Committee chairman.
- F. The lodge chief shall appoint such operating committees as may be required from time to time with the approval of the lodge advisory council; all chairmen shall be under twenty-one years of age at the time of their appointment.
- G. The chapter chief shall appoint such operating committees as may be required from time to time with the approval of the chapter executive committee; all chairmen shall be under twenty-one years of age at the time of their appointment.
- H. The lodge advisory council shall consist of the lay and professional Scouters appointed by the Scout executive.

ARTICLE VI - MEETING

- A. The lodge shall schedule the following annual events:
- 1 - Annual officers' training conference
 - 2 - Annual fellowship
 - 3 - Annual meeting and banquet
- B. The executive committee of this lodge shall meet monthly.
- C. Special meetings of the executive committee of the lodge may be called by the lodge chief, with the approval of the Scout executive, or his representative, or by the Scout executive.
- D. The advisory council of the lodge shall meet at the call of the lodge chief, with the approval of the Scout executive, or his representative, or by the Scout executive.
- E. Members of the Order of the Arrow, twenty-one years of age and older, shall have no vote in any decision of the lodge, its chapters, or its committees.

ARTICLE VII - BROTHERHOOD MEMBERSHIP

Completion of the Brotherhood membership shall be in accordance with the Order of the Arrow Handbook.

ARTICLE VIII - THE VIGIL HONOR

Attainment of the Vigil Honor shall be in accordance with the Order of the Arrow Handbook.

ARTICLE IX - FINANCES

- A. Each member of the lodge shall annually pay dues.
- B. The chapter treasurer shall be responsible for the collection of the dues from the members of their chapters and the deposit of same in the council office.
- C. The lodge and each chapter will develop an annual budget.

- D. No funds of any chapter may be used by the council or the lodge.
- E. All chapter approved bills, to the limits of the chapter's funds, will be paid by the council office.
- F. All Order of the Arrow funds shall be handled through the council office and go through the normal accounting procedures used by the council.

ARTICLE X - AMENDMENTS

- A. These rules shall be subject to amendment at any regular or special meeting of the executive committee.
- B. As the national policy of the Order of the Arrow changes from time to time, all references to the Order of the Arrow Handbook shall be interpreted from the most recent printing.

Lodge Rules Committee:

Arthur Hirsch, Chairman

Jack Driscoll

Joe Mariotti

Ed Morrison

Manny Roth, Adviser

Prepared March 3, 1965 for
approval by the lodge:

Date of approval

OWASIPPE LODGE * RULES COMMITTEE

OUTLINE

- ✓ I. Name and Totem
 - ✓ II. Affiliation
 - ✓ A. National
 - ✓ B. Council
 - III. Lodge Administration
 - ✓ A. Lodge Officers
 - ✓ 1. Positions
 - ✓ 2. Term of Office
 - ✓ 3. Dual Terms
 - ✓ 4. Chief
 - ✓ 5. V-Chief
 - ✓ 6. Recording Scribe
 - ✓ 7. Corresponding Scribe
 - ✓ 8. Treasurer.
 - ✓ B. Lodge Executive Committee
 - ✓ 1. Duties
 - ✓ 2. Composition
 - ✓ 3. Meetings
 - ✓ 4. Voting Rights
 - ✓ C. Officer Nominating & Election Procedures
 - 9/27/71 { D. Appointed Officers
 - E. Lodge Adviser and Associates
 - 1. Duties
 - 2. Selection
 - 3. Term of Office
 - F. Lodge Standing Committees
 - ✓ IV. Membership
 - ✓ A. Election
 - ✓ B. Induction
 - ✓ C. Registration
 - 9/27/71 { V. Activities
 - A. Lodge Fall Fellowship
 - B. Chapter Officer's Training Seminar
 - C. Owasippe Work Weekend
 - D. Lodge Banquet
 - E. Additional Events
 - 1. Miscellaneous Activities
 - 2. Area Conclave
 - 3. National Conference
 - VI. Summer Camp
 - A. Unit O/A Elections
 - B. Ceremonies
 - C. Tasks
 - D. Banquets and Fellowships
 - E. Sale of Lodge O/A Items
 - VII. Finances
 - A. Budget
 - B. Dues
 - C. Annual Chapter Report
 - D. Special Assessments
 - E. Selling Prices
 - VIII. Chapter Organization
 - ✓ A. Lodge Composition
 - ✓ B. Affiliation
 - ✓ C. Formation
 - ✓ D. Officers
 - ✓ 1. Chief
 - ✓ 2. V-Chief
 - ✓ 3. Treasurer
 - ✓ 4. Scribe(s)
 - ✓ 5. Term of Office
 - ✓ 6. Election
 - E. Chapter Adviser
 - F. Chap. Exec. Committee
 - G. Chapter Events
 - IX. Insignia & Paraphernalia
 - A. Sash
 - B. Flap Patch
 - C. Neckerchief(s)
 - D. Chapter Patches
 - X. Brotherhood Membership
 - XI. Vigil Honor
 - XII. Amendments
- ✓ complete
- { to be discussed next

NOTICE OF NEXT LODGE MEETING

Council Office

7:15 p.m.

November 23, 1971

AGENDA

Opening - 7:30 p.m.

Meteu

Minutes

Rich Cebulak

Treasurer's Report

Rich Kern

Old Business

Jim Reichel

Proposal for an Amendment

Committee Reports

Costuming
Chapter's Assistance
Chapter Officers' Training
Lodge Banquet
Publications
Vigil

Dave Becker
John Hurley
Ron Kulak
Gordon Stiefel
John Hurley
Bob Ivetic

New Business....

Jim Reichel

Summer Camp Report
Non-Unit Scouters
Request for Chapter Dates
- '72 Inclusive
Designs for Chapter Neckerchiefs
Chapter Officer Elections
Lodge Officer Elections
Adviser's Minute
Miscellaneous

Edward P. Black

Sheridan Nunn

Closing

Meteu

NATIONAL POLICY STATEMENT ON BROTHERHOOD ELIGIBILITY

From the inception of the Order in 1915, it was intended that all its members should be of the same rank or standing. Recognizing that the personal growth required to reach a full understanding of the traditions of the Order does not come immediately, the founders provided that the Order of the Arrow induction should continue over a period of months following the Ordeal. The Ordeal and Ordeal ceremony bring to the new member many ideas that may be new and difficult to comprehend. During the months that follow, he is encouraged to think about his Ordeal and to deepen his understanding of its meaning by exercising the qualities of brotherhood and cheerfulness during continued service to his home unit. The experience gained during this vital period should strengthen his commitment to the Order's principles and enable him to accept the additional obligations and insights of the Brotherhood.

Brotherhood membership is not a rank or honor. It does not carry any special status or privilege in the lodge. The Brotherhood ceremony is the continuation and conclusion of the Order of the Arrow induction. The decision to take this forward step is entirely up to the individual member. Once a young man is satisfied that he has reached his own personal requirements for growth and understanding in the traditions and purpose of the Order, no one may deny him the privilege of Brotherhood membership.

The primary obligation of an Ordeal member is to serve his home unit, and it is only after the member is satisfied that he is fulfilling this obligation that he accepts the additional obligations of the Brotherhood, which include a pledge of service to the lodge. Ordeal members should be invited and encouraged to serve in lodge activities and every Brotherhood candidate should have a definite idea of how he plans to fulfill his added obligation of service to the lodge. The lodge does not have the right to add to the requirements listed below.

BROTHERHOOD REQUIREMENTS

1. On the morning following the Ordeal ceremony, or as soon as possible thereafter, each new member must be given a copy of "Information for Ordeal Members," and instructed to memorize the "Order of the Arrow Song," the Obligation, the Admonition, the Sign of Ordeal Membership and the handclasp.
2. The lodge should provide frequent opportunity for the Ordeal member to see the pre-Ordeal and Ordeal ceremonies again (even rehearsals of the ceremonial teams are adequate). Orientation sessions run by advisers or experienced boy members should provide ample opportunity for the Ordeal member to gain a thorough understanding of the meaning of the pre-Ordeal, the Ordeal, and the Ordeal ceremony. (Full details are covered in the "Ordeal Ceremony" pamphlet and in "Information for Ordeal Members.")
3. The member must remain registered in Scouting and, during a period of at least ten months, must strive to fulfill his obligation by continuing and expanding his service to his own unit.

4. The member must remain registered in his Order of the Arrow lodge and keep his dues paid. He must be aware that acceptance of Brotherhood membership involves an obligation to the lodge and, therefore, must develop a concrete idea of how he plans to fulfill this additional obligation.
5. When, after at least ten months since taking the Ordeal, the member feels that he is meeting all the above requirements and earnestly feels that he is prepared for the Brotherhood, he must write a letter to the lodge secretary in which he:
 - a. explains what he thinks the Obligation means
 - b. describes how he has been fulfilling this Obligation in his troop or post and in his daily life, and how he has used his understanding of the traditions of the Ordeal to aid in his service
 - c. describes the specific plans he has for rendering service to the lodge in fulfillment of the new pledge he expects to take.

This letter should include his advance registration (and fees, if any) for the next Brotherhood ceremony in which he will be able to participate.

ORDER OF THE ARROW

A NATIONAL BROTHERHOOD OF SCOUT HONOR CAMPERS

THIS IS TO CERTIFY THAT

BROTHER _____

RECEIVED THE

MEMBERSHIP IN

THE OWASIPPE LODGE NO. 7 CHICAGO AREA COUNCIL

CHAPTER ON _____

CHAPTER CHIEF _____

LODGE CHIEF OF THE FIRE

BOY SCOUTS OF AMERICA

LODGE NO. _____

Owasippe Lodge - Order of the Arrow

_____ Chapter _____ Lodge No. _____

Name _____

Address _____

Phone _____

Unit _____

Date of Birth _____

ORDEAL BROTHERHOOD VIGIL

THIS IS TO CERTIFY THAT BROTHER:

HAS PAID HIS ANNUAL DUES FOR THE YEAR _____

TO _____ CHAPTER _____

EXPIRES JUNE 30, _____

Treasurer _____

Chicago Area Council

Boy Scouts of America

Owasippe Lodge - Order of the Arrow

THIS IS TO CERTIFY THAT BROTHER:

HAS PAID HIS ANNUAL DUES FOR THE YEAR _____

TO _____ CHAPTER _____

EXPIRES JUNE 30, _____

Treasurer _____

Chicago Area Council

Boy Scouts of America

